



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

1. **8:30 AM Call to Order on Tuesday, September 20, 2016**
2. **Pledge of Allegiance**
3. **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.*

4. **Approval of Agenda**
5. **Consent Agenda Items**

**A. Approval of minutes.**

Documents:

[09-06-2016 Minutes.pdf](#)  
[09-14-2016 Minutes.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 the Human Services report.**

Documents:

[Human Services Report.pdf](#)

6. **Routine Business**

**A. Approval of claims.**

Documents:

[Claims Pd 9.20.16.PDF](#)

**B. Department Head reports.**

**i. County Development Department**

Documents:

[County Development.pdf](#)

**C. Finance Officer's report.**

*Be it noted:*

- *Auditor's Account with the Treasurer*
- *Payroll & Additive Totals*
- *Highway Expenditure Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

**7. Scheduled Agenda Items**

- A. 9:15 AM - Action to approve a Special Event Retail On-Sale Liquor License for Jay Street Pub hosting an event at Oakwood Lakes Lodge on November 19, 2016.**

Documents:

[Alcoholic Bev License App.pdf](#)

- B. 9:30 AM - Public Hearing on 2017 Annual Budget**

- i. Action to approve the amendments to the 2017 Provisional Budget.**
- ii. Action to approve Resolution #16-27: a resolution approving the 2017 Annual Budget for Brookings County, SD.**

Documents:

[2017 Annual Budget.pdf](#)

**8. Regular Business**

- A. Action to approve Resolution #16-28: a plat of Tract 3 and Tract 4 of Lass Addition in the Northwest Quarter of Section 14, Township 109, Range 50 West of the 5th PM, Brookings County, South Dakota.**

Documents:

[2016plat007.pdf](#)

- B. Action to approve Resolution #16-29: a plat of Block 1, Danielsen's Subdivision being located in the Northeast quarter of the Northeast quarter of Section 5, T111N, R50W of the 5th PM, Brookings County, South Dakota.**

Documents:

[2016plat008.pdf](#)

**C. Action to declare the following items as surplus county property:**

1. *Melroe Angle Broom Core, to be used for parts*
2. *2000 Ford F150 pickup, to be sold at auction*
3. *Gas Dispenser, to be sold on the surplus sale*

Documents:

[Surplus Items.pdf](#)

**D. Action to approve Agreement #16-91: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.**

Documents:

[ROW Sioux Valley Energy.pdf](#)

**E. Action to approve Agreement #16-92: a Standard Form of Architect's Services Agreement between Brookings County and BKV Group for architectural services for the proposed jail expansion.**

Documents:

[BKVGroup\\_Brookings County-Pre-Design-final.pdf](#)  
[Brookings SD - RFP.pdf](#)  
[Brookings County Jail Study Contract.pdf](#)

**9. Commission Department Director Report**

Documents:

[Commission Dept Director Report.pdf](#)  
[Juvenile Justice Public Safety Improvement Act.pdf](#)

**10. Deputy States Attorney's Report**

**11. Commissioner Reports and Discussion Items**

**A. Correspondence received.**

Documents:

[Dakota Rising Gala.pdf](#)  
[Dakota Resources Annual Report.pdf](#)

**12. Executive Session**

*In accordance with 1-25-2(1)(4), personnel and contract negotiations.*

**13. Adjournment**

**14. Public Notices**

- *Oct 10, Monday: County Offices will be closed in honor of Native American Day.*
  - *Oct 18, Tuesday: The Board has been invited to attend a tour of the Novita facility at 6:00 p.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, SEPTEMBER 6, 2016**

The Brookings County Board of County Commissioners met in regular session on Tuesday, September 6, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce and Tom Yseth.

### **CALL TO ORDER**

Chairperson Krogman called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

The agenda for the September 6, 2016 Commission Meeting was approved without objection.

### **CONSENT AGENDA**

Motion by Miller, seconded by Yseth to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the August 23, 2016 Commission Meeting and the minutes from the August 31, 2016 Commission Meeting.

Travel Requests: Stacy Steffensen, Laura Littlecott, & Michelle Delaney to attend the Brookings Chamber of Commerce WILL Luncheons September 2016-May 2017; Martin Stanwick & Bart Sweebe to attend a Sheriff's Conference on September 27<sup>th</sup>-30<sup>th</sup> in Pierre.

Personnel Action Notices: routine step increase- Alex Berkness to \$17.67, effective August 1, 2016; routine step increase- Susan Rennich to \$23.77, effective August 1, 2016; routine step increase- Colleen Poindexter to \$21.25, effective August 1, 2016; routine step increase- Lynn Cramer to \$21.25, effective August 1, 2016; routine step increase- Amber Morlock to \$20.42, effective September 1, 2016.

Human Services Report: case # 16-066 for Brookings Hospital; case #16-066 for Avera McKennan was approved; case #16-066 for Avera McKennan was approved; case #16-080A for Avera McKennan was approved; case #16-121A for Avera McKennan was approved; case #16-136 for Brookings Hospital was denied; case #16-141 for Brookings Utilities was denied; case #16-152 for Avera McKennan was denied; case #16-161 for Northwestern Energy was approved.

### **ROUTINE BUSINESS**

#### *Approval of Claims*

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

Alertsense Inc, Alertsense Ipaws 2yr 9/16-8/18, \$1,750.00; Allegra Print & Imaging, Business Cards 6A3 & 6A4, \$176.26; AMP Electric Construction, Install Ceiling Fans in Lobby, \$832.15; Aragon, Antonio, Two Hours Translation Services, \$100.00; Avera Mckennan Hospital, Mental Health Hold, \$636.00, Mental Health Hold, \$636.00, Mental Health Hold, \$1,272.00; Avera Medical Group, Inmate Medical, \$207.34; Avera Medical Group Radiology, Inmate Medical, \$303.00; Avera Queen of Peace, Drug Testing, \$56.90; Benjamin L. Kleinjan, CAA, \$312.80; Best Western of Huron, Lodging 4-H Horse Show, \$85.00; Bozied Oil Co Inc, Car Washes, \$151.00; Brookings Area Chamber, One WILL Punchcard, \$99.00; Brookings Chiropractic Center, Copies of Medical Records, \$24.50; Brookings Health System, COP Medical, \$2,269.58; Brookings Register, Publishing, Minutes, Notices, \$517.61; Buhls of Brookings Cleaner, Rug Rental Service, \$35.80; Buseth, Vicki, Per Diem-SDACES, \$21.00; Catherine Sarris-Nelson, Collection, \$3,041.55; Central Business Supply, Clorox Wipes, \$41.89, Copy Paper, \$71.90, Office Supplies, Paper, \$21.16, Paper, Ink, Office Supplies, \$427.90; Century Business Products, Sharp Copier Maintenance, \$99.00; Century Link, Long Distance Phone, \$161.05; Chief/Law Enforcement Supply, Cameras, \$391.49; Christopher Lilla, Advance Per Diem-Proval Conf, \$207.00; City of Brookings, Reimburse for Pmt in Error, \$380.00; City of White, Shop Utilities, \$50.55; Corbel Solutions, LLC, Laptops, \$1,855.75; Dell Marketing LP, Laptop Computer, \$749.10; Donald McCarty, CAA, \$407.56; Ed M. Feld Equipment Company, Bauer Service Air Compressor, \$1,500.00; Emergency Service Marketing, Yr One of 5yr Subscription, \$660.00; Erickson Trucks N Parts, Backhoe Bucket 0612, \$800.00; Executive Mgmt Finance Office, Tech Access Fee July 2016, \$59.00; Foerster Office & Supply, Floor Pads, \$26.00; Gass Law, PC, CAA, \$550.49, CAA, \$612.40; Halme Inc, 3rd Payment 240-092, \$43,719.12; Hauptert, Shiann, Uniform Boot Reimbursement, \$100.00; Hawley Insurance Services, Notary Application Murfield, \$50.00; Horn Law Office, Prof. LLC, CAA Inv Mental Illness, \$160.40; Howard, Abigail A., Mileage-Drug Court Training, \$97.44, Per Diem, Lodging- SA Conf, \$140.45; Hy-Vee Food Store, Jury Meals, \$13.86, Refreshments, \$27.87, Refreshments OAC Meeting, \$33.54; Ina Group LLC, Tax Certificate, \$3,285.11; Inmate Services Corporation, Transport, \$526.00; Intoximeters Inc, Repair PBTs, \$489.00; Kingbrook Rural Water, Water, \$33.00; Konard O Hauffe DDS PC, Inmate Medical, \$137.02, Inmate Medical, \$201.20; Larry Klingbile, Advance Per Diem-Assessor School, \$145.00; M&T Fire & Safety Inc, First Aid Kit Refills, \$104.00, Hazardous Bags, Sharps Container, \$44.00, TNT Pump & Tool Service, \$295.00; McGrath North Mullin & Kratz PC, Professional Services Thru 7/31, \$551.00; MCI, Long Distance-July/Aug 2016, \$78.54; McKeever's Vending, Inmate Commissary, \$830.60; Mediacom LLC, Law Library Internet-Sept, \$75.90; Midwest Glass, Door/Frame Installation, \$3,330.62; Minnehaha County Auditor, Inv MI Cost Reimbursement, \$452.50; Nancy J Nelson, CAA, \$271.40, CAA, \$644.00; Nat'l Assoc of County Planners, 1yr Membership-Hill & Haugen, \$80.00; Newegg Business Inc, Dell Computer, \$549.99; Office Peeps Inc, Toner, Tape, \$251.49; Outlaw Graphics, 6A25 Unit Number Decals, \$10.00; Patricia J Hartsel, Transcripts, \$6.00, Transcripts, \$8.40; Prevention Resource Center, Mental Health First Aid Training, \$200.00; Prochem Dynamics LLC, Floor Cleaning Supplies, \$290.99; Qualified Presort Service, Work from 8/1-8/15, \$12.02; Ramsdell's F&M Ltd, 24, D Amine Inv#402939 &402938, \$5,819.40; Reed T Mahlke, CAA, \$690.00, CAA, \$818.80, CAA, \$680.80; RFD Newspapers Inc, Commission Mtg Minutes, \$428.90, Achievement Day Ad, \$200.00, Commission Mtg Minutes, \$857.80; Rude's Funeral Home Inc, Transports, \$625.00, Blood Draw, \$100.00; Savage, Robin, RSVP Car Wash, \$10.00; SD Attorney General's Office, 24/7 Participation Fee 7/16-31, \$98.00, 24/7, SCRAM 7/16-31, \$1,784.00; SD Dept of Revenue, Ethyl Alcohol Test, \$35.00; SD Sheriff's Association, Conf Registration 6A1 & 6a9, \$170.00; Secretary of State, Notary Application- Murfield, \$30.00; Sioux Falls Two Way Radio, Four Motorola XPR 3500, \$2,346.28; Sioux Valley Cleaners Inc, Aug WIC Janitorial, \$478.00; Sioux Valley Energy, Electric Utilities, \$223.00; Span Publishing Inc, 2017 Ntnl Directory Law Enforcement, \$149.00; Steven Ust,

Building Inspections, \$1,600.00; Tammy Hanson, Per Diem/Mileage -SDACES, \$165.48; Thomson Reuters - West, West Info Charges, NW Reporter, \$1,322.00; Tim Hogan, CAA, \$1,659.07; Tyler Technologies, Project Mngmt Stage 3, \$70.00, Recording Project Mngmt, \$175.00, Staging Services, \$900.00; UPS Store, PBT Shipping for Repairs, \$11.16; Vandenberg Law, CAA, \$552.00, CAA, \$529.00; Vantek Communications Inc, North Repeater Fee-Sept, \$100.00; Verizon Wireless, Wireless, \$40.01; Walburg, Duane, Animal Cntrl Mileage 8/6-8/19, \$50.40; Walmart Community, Dehumidifiers, Fans, Sharpener, \$509.29, Office & Programming Supplies, \$177.48, Office Supplies, \$33.23; Wells Fargo, Wells Fargo CC Charges, \$2,867.64; Witchey, Kristen, Per Diem-SDACES, \$21.00; Yankton County Sheriff, Service of Process, \$50.00

Cell Phone Reimbursements: Anderson, Jeffrey G, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Dejong, Darren J., \$60.00; Doremus, Sean, \$30.00; Friedrich, Cliff, \$45.00; Gengler, Michael, \$30.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Hoekman, Devan, \$30.00; Holzhauser, Michael, \$105.00; Howard, Abigail A., \$105.00; Jensen, Larry, \$75.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Christopher Lilla, \$105.00; Littlecott, Laura, \$45.00; Mccrea, Don, \$15.00; Miller, Stephne, \$75.00; Molengraaf, John, \$30.00; Moser, Misty, \$75.00; Nesvold, Teree, \$105.00; Zach Page, \$30.00; Pierce, Irene, \$45.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Scheer, Aaron, \$30.00; Scott, Michael, \$45.00; Sebring, Scott, \$105.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Stoltenburg, Michael, \$15.00; Sweebe, Bart, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00; Yseth, Tom, \$75.00

### *Department Head Reports*

County Development Director Robert Hill discussed a Functional Needs & Emergency Management Planning Meeting that he attended in Maryland last week.

Hill discussed upcoming dates. He also thanked the community for participating in the 6<sup>th</sup> Annual 727 Disabled American Veterans Charity Poker Run.

Veterans & Human Services Director Michael Holzhauser said he attended the ceremony for Don Bren at the State Fair.

Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Finance Officer Vicki Buseth said they received the centrally assessed utilities, so there will be a few changes in the 2017 budget. She said the utilities increased, but the growth decreased. Buseth said the levy will drop to 4.072, which is good news. Buseth said she and Commission Department Director Stacy Steffensen will work on updating the budget for the September 20<sup>th</sup> meeting.

Buseth discussed two discretionary formulas that are on centrally assessed utilities with the board.

Sheriff Martin Stanwick said 38 out of the current 39 inmates are felons, so the jail has been busy. He said they also had two emergency committals.

Stanwick discussed the fire that happened at the Brookings County Highway yard. He said one of the vehicles they towed from an accident west of Volga started on fire. He said he's been asking the state to create an impound for their vehicles. Stanwick asked the board for their

thoughts on the idea of making space for impounded vehicles. Miller suggested that Stanwick talk with the state and see if they can move their vehicles. Stanwick said the police department doesn't have a place to put impounded vehicles either.

Highway Superintendent Richard Birk gave the board bridge updates. Birk said he hasn't heard anything about the bridge north of Bruce.

Birk discussed the bridge demonstration he attended near Aberdeen. Birk said they are going to pave and install a drainage swale between BATA and the new truck shed.

Birk discussed the fire that happened at the Brookings County Highway yard. He thanked his crew for keeping the yard clean and organized. Birk said it could have been a lot worse.

## **REGULAR BUSINESS**

Motion by Miller, seconded by Pierce to declare the following items as surplus county property: a Snow Wing model 140H, to be surplus for parts and three used broom cores, to sell in-house.

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

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

Steffensen and the board discussed the 2016 proposed Resolutions and Policy Statements that will be voted on during the SDAAC Convention next week.

Steffensen discussed the Hobo Day Parade. Because it's an election year, Commissioner Krogman said he is going to go on his own.

Steffensen said they received a letter from Kiwanis International wondering if Brookings County would have any interest in becoming a member. Miller said it should be the individual's choice whether or not to join. Krogman said they shouldn't use taxpayers' dollars to pay for a corporate membership.

Steffensen discussed upcoming dates.

Chief Deputy States Attorney Abigail Howard had nothing to report.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the Active Shooter Training; attended the Conservation Tour; attended the Executive Session; attended and discussed the Lake Park District Subcommittee Meeting; toured the Animal Science building at SDSU; attended the City Comprehensive Master Plan Advisory Meeting; and attended the Governmental Affairs Meeting.

Commissioner Jensen attended the Active Shooter Training; attended the Conservation Tour; attended a BATA Meeting; toured the Animal Science building at SDSU; attended the Jail Expansion Meeting; and toured the 4-H hall at the State Fair.

Commissioner Miller attended the Active Shooter Training; attended the Conservation Tour; attended the Domestic Abuse Meeting; attended the Jail Expansion Meeting; attended the Executive Session; toured the 4-H hall at the State Fair; and attended the ceremony for Veteran Don Bren.

Commissioner Yseth attended the Active Shooter Training; attended the Conservation Tour; attended the Diagnostic Tour; attended the Executive Session; attended a Hospital Board Meeting.

Commissioner Krogman attended the Active Shooter Training; attended the Conservation Tour; toured the Animal Science building at SDSU; attended the Executive Session, and toured the 4-H hall at the State Fair.

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:30 a.m., the board held a public hearing on the 2017 Provisional Budget. Chairperson Krogman opened the public hearing and called for proponents and opponents. Hearing none, Chairperson Krogman closed the public hearing.

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Krogman to sign Resolution #16-25: a resolution approving the 2017 Provisional Budget for Brookings County, SD. Commission Department Director Stacy Steffensen said the Provisional Budget needs to be approved as published. Steffensen said she and Finance Officer Vicki Buseth will be working on the changes that have been discussed. She asked the board when they would like to discuss those changes. The board agreed to discuss changes before going into Executive Session.

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

### **RESOLUTION #16-25**

#### **ADOPTION OF THE 2017 PROVISIONAL BUDGET FOR BROOKINGS COUNTY, SOUTH DAKOTA**

WHEREAS, SDCL 7-21-5 through 13 provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all charges, eliminations and additions have been made thereto.

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE PROVISIONAL BUDGET OF THE APPROPRIATIONS AND EXPENDITURES for Brookings County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2017 and ending December 31, 2017 and the same is hereby approved and adopted by the Board of County Commissioners of Brookings County, South Dakota, this 6<sup>th</sup> day of September, 2016. The Provisional Budget so adopted is available for public inspection during normal business hours at the office of the County Finance Officer, Brookings County, South Dakota. The accompanying taxes are levied by Brookings County for the year January 1, 2017 through December 31, 2017.

COUNTY LEVIES	DOLLARS	\$1,000
General Fund	\$11,319,512	\$4.023
County Building Fund \$	288,723	\$0.102
TOTAL	\$11,608,235	\$4.125

BOARD OF COUNTY COMMISSIONERS OF BROOKINGS COUNTY, SOUTH DAKOTA

<u>Ryan Krogman</u>	Chairperson
<u>Larry Jensen</u>	Vice-Chairperson
<u>Stephne Miller</u>	Commissioner
<u>Lee Ann Pierce</u>	Commissioner
<u>Tom Yseth</u>	Commissioner

ATTEST:

Vicki Buseth  
Brookings County Finance Officer

# Provisional Budget for Brookings County, South Dakota

For Year January 1, 2017 through December 31, 2017

## GOVERNMENTAL FUNDS

		General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	County Building Fund 301	TIF Debt Service Fund 401
<b>General Government</b>										
110	Legislative									
	111 Board of County Commissioners	426,325.00								
	112 Contingency	633,720.00								
120	Elections	37,326.00								
130	Judicial	548,000.00								
140	Financial Administration									
	143 Finance	578,767.00								
150	Legal Services									
	151 States Attorney	635,782.00								
	153 Law Library									
	154 Teen Court	25,000.00								
160	Other Administration									
	161 General Government Building	449,289.00							19,840.00	
	162 Director of Equalization	519,433.00								
	163 Register of Deeds	222,650.00						6,000.00		
	165 Veteran's Service Officer	79,666.00								
	166 Predatory Animal (GFP)	7,825.00								
	171 Technology	314,569.00								
	172 Human Resources	108,241.00								
<b>Total General Government</b>		<b>4,586,593.00</b>	-	-	-	-	-	<b>6,000.00</b>	<b>19,840.00</b>	-
<b>Public Safety</b>										
210	Law Enforcement									
	211 Sheriff	1,433,151.00								
	212 County Jail	1,238,666.00							64,095.00	
	213 Coroner	32,069.00								
	214 Juvenile Detention	94,000.00								
	215 Contract Law Enforcement									
	219 Humane Society	10,000.00								
220	Protective and Emergency Services									
	221 Fire Department Trust	110,000.00								
	222 Emergency & Disaster Services				106,225.00					
	223 Drainage Commission	1,600.00								
	225 Enhanced 911	96,500.00		308,200.00						
<b>Total Public Safety</b>		<b>3,015,986.00</b>	-	<b>308,200.00</b>	<b>106,225.00</b>	-	<b>64,095.00</b>	-	-	-

**Public Works**

310	Highways and Bridges								
311	Highway		6,431,852.00						

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Total Public Works		-	6,431,852.00	-	-	-	-	-	-
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**Health and Welfare**

410	Economic Assistance								
411	Welfare	235,195.00							
420	Health Assistance								
416	Food Pantry	6,000.00							
421	Community Health	68,139.00							
423	Hospital Funding								
427	Women, Infants, & Children (WIC)	19,347.00							
430	Social Services								
432	Bkgs Area Transit Authority	50,000.00							
433	Community Action	12,522.00							
434	Domestic Abuse	40,000.00			9,300.00				
439	211 Call Center	2,500.00							
440	Mental Health Services								
441	Behavioral Health	62,000.00							
442	ADVANCE	35,000.00							
444	ECBHCD	55,000.00							

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Total Health and Welfare		585,703.00	-	-	-	9,300.00	-	-	-
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**Culture and Recreation**

510	Culture								
511	Public Library	23,450.00							
512	Historical Museum	5,000.00							
521	Boys & Girls Club								
526	Youth Mentoring Program	5,000.00							
520	Recreation								
525	Senior Companion	2,300.00							

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Total Culture and Recreation		35,750.00	-	-	-	-	-	-	-
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**Conservation of Natural Resources**

610	Soil Conservation								
611	4-H	152,872.00							
612	Soil Conservation	25,000.00							
615	Weed Control	313,139.00							
625	Wetland								

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Total Conservation of Natural Resources		491,011.00	-	-	-	-	-	-	-
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**Urban and Economic Development**

710	Urban Development								
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711	Planning & Zoning	182,918.00								
712	First District Planning	41,644.00								
720	Economic Development									
721	Economic Development	65,000.00								
729	Other Economic Development	600.00								
Total Urban and Economic Development		290,162.00	-	-	-	-	-	-	-	-

**Intergovernmental Expenditures**

750	Wheel Tax to Townships/Cities	108,000.00								
Total Debt Service		-	108,000.00	-	-	-	-	-	-	-

**Debt Service**

810	Principal							121,648.00	-	
820	Bond Interest Payments									
Total Debt Service		-	-	-	-	-	-	-	121,648.00	-

**Capital Outlay**

890	Administrative Building Project									
Total Capital Outlay		-	-	-	-	-	-	-	-	-

**Other Uses**

910	Other Financing Uses									
911	Operating Transfers Out									
	County Building Fund									
	Emergency Management	62,125.00								
	Hwy & Bridge 201	3,000,000.00								
	ROD Relief Fund									
	Administrative Building Project Fund									
Total Other Uses		3,062,125.00	-	-	-	-	-	-	-	-

**Total Appropriations**

		12,067,330.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	141,488.00	-
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**Cash Balance Applied**

		(666,522)	(24,140.00)				(1,905)	(10,500)	(160,228)	-
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311	Current Property Tax Levy	11,319,512.00							288,723.00	0.00
	Less 25% to Cities	(4,701.00)								
312/319	-- Other Taxes	35,800.00	600,000.00						740.00	
Net Total Taxes		11,350,611.00	600,000.00	-	-	-			289,463.00	-

320	Licenses and Permits	56,300.00	10,000.00			7,300.00				
330	Intergovernmental Revenue	727,375.00	2,790,992.00	308,000.00	44,000.00		33,000.00		9,700.00	

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340	Charges for Goods & Services & Fees	1,100,312.00	45,000.00			2,000.00	33,000.00	16,500.00		
350	Fines and Forfeits	56,500.00	-							
360	Miscellaneous Revenue	71,350.00	18,000.00	200.00	100.00				10,000.00	0.00
370	Other Financing Resources	6,000.00	3,100,000.00		62,125.00					
<b>Subtotal</b>		12,701,926.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	148,935	-
<b>Less 5% (SDCL 7-21-18)</b>		634,596.00							7,447	-
<b>Net Means of Finance</b>		12,067,330.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	141,488.00	-
<b>Total Appropriations</b>		12,067,330.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	141,488.00	-

COUNTY LEVIES	Dollars	\$1,000
General Fund	11,319,512.00	4.023
County Building Fund	288,723.00	0.102
	11,608,235	4.125

RESOLUTION #16-25

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Brookings County will meet at the Brookings City & County Government Center, 520 3rd St., Suite 310, Brookings, South Dakota, on Tuesday, September 6, 2016 at 9:30 a.m. for the purpose of foregoing Provisional Budget for the year 2017 and the various items, schedules, amounts, and appropriations set forth therein many days thereafter as is deemed necessary until the final adoption of the budget on the 20th day of September, 2016. At such time interested person may appear either in person or by a representative and will be given the opportunity for a full and complete discussion of purposes, objectives, items, schedules, appropriations, estimates, amounts, and matters set forth and contained in the Provisional Budget.

considering the  
and as  
any  
all

Vicki Buseth  
Brookings County Finance Officer  
Brookings, South Dakota

Chairperson Krogman declared a 15 minute recess.

The board discussed potential budget changes to the Provisional Budget.

### **EXECUTIVE SESSION**

Motion by Miller, seconded by Yseth to enter into Executive Session at 10:14 a.m., in accordance with SDCL 1-25-2(4), contract negotiations. Motion carried. The board came out of Executive Session at 12:17 p.m. No action was taken.

### **ADJOURNMENT**

Motion by Miller, seconded by Pierce to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, September 20, 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\_\_\_\_\_.

# **BROOKINGS COUNTY COMMISSION MEETING**

## **WEDNESDAY, SEPTEMBER 14, 2016**

The Brookings County Board of County Commissioners met in special session on Wednesday, September 14, 2016 with the following members present: Larry Jensen, Stephne Miller, Lee Ann Pierce and Tom Yseth. Ryan Krogman was absent.

### **CALL TO ORDER**

Vice-Chairperson Jensen called the meeting to order.

### **APPROVAL OF AGENDA**

The agenda for the September 14, 2016 Commission Meeting was approved without objection.

### **EXECUTIVE SESSION**

Motion by Miller, seconded by Yseth to enter into Executive Session at 1:00 p.m., in accordance with SDCL 1-25-2(4), contract negotiations. Motion carried. The board came out of Executive Session at 1:45 p.m. No action was taken.

### **ADJOURNMENT**

Motion by Pierce, seconded by Yseth to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, September 20, 2016.

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) Robert W. Hill

Department County Development Position Director

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
8/17/2016			Sioux Falls, SD

**Reason for Travel:**

Attend Tri-State Emergency Management Association meeting in Sioux Falls, SD.

Passengers: 1

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
110 Miles \$ 0.42 /mile = \$ 46.20

•Meals: 0 Breakfast @ \$ 6.00 = \$ 0.00  
0 Lunch @ \$ 11.00 = \$ 0.00  
0 Dinner @ \$ 15.00 = \$ 0.00

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

•Additional Expenses (taxi, parking, etc.):  
 Please list None = \$           

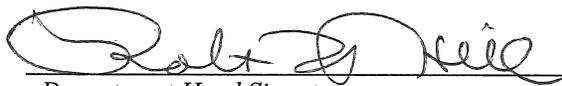
•Lodging: 0 Estimated number of days/nights = \$           

•Registration: 0 Estimated Cost = \$           

*Total Cost Estimate* = \$ 46.20

•Department Head designated mileage rate: \$ 0.00 /mile

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

  
 Department Head Signature

9/12/2016  
 Date



# Tri-State Emergency Management Association

## **MEETING AGENDA**

**Wednesday, August 17, 2016**

**Minnehaha County Emergency Management, 608 Sigler Ave, Sioux Falls, SD**

**9:30 a.m. – Rolls, Coffee & Networking | 10:00 a.m. – Meeting**

### **Call Meeting to Order**

### **Introductions**

### **Secretary/Treasurer Reports**

- Minutes from June meeting
- Financial update
- Membership status

### **Old Business**

- Outdoor Warning Siren Discussion
  - Alexandria, SD Incident - *Kayser*
- Decision Support Services (DSS) – *NWS/Heitkamp*

### **New Business**

- NWS Director Louis Uccellini's Visit to FSD Aug 22-24 – *Heitkamp*
- HS Funds – Fiscal Agents, Boards, etc. – *NW Iowa*
- Emergency Plans for Daycares – *Walhof*

### **Regular Reports**

- National Weather Service 30/60/90-day Outlook – *Heitkamp*
- Recent Events & Reports by State
  - Iowa
  - Nebraska
  - South Dakota
  - Minnesota

### **Upcoming Meetings**

- November 16, 2016 (Annual Meeting) – Grand Falls Casino, Larchwood, IA
- February 15, 2017 – Location TBD
- May 17, 2017 – Location TBD

### **Adjourn**

# Travel/Education Request Form

Name(s) Robert W. Hill

Department County Development Position Director

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
8/29-9/01/2016			Emmitsberg, MD

### Reason for Travel:

Attend FEMA's Emergency Management Institute (EMI) E0197: Intregrating Access and Functional Needs into Emergency Planning in Emmitsberg, MD. Airfare is paid for by FEMA.

A meal ticket is required to attend training. In lieu of per diem for those days a claim of \$75.12 will be submitted.

Passengers: 1

### Estimated Expenses:

•Method of Travel:  County Vehicle  Private Auto  Air  
110 Miles \$ 0.42 /mile = \$ 46.20

•Meals: 0 Breakfast @ \$ 10.00 = \$ 0.00  
0 Lunch @ \$ 14.00 = \$ 0.00  
0 Dinner @ \$ 21.00 = \$ 0.00

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

•Additional Expenses (taxi, parking, etc.):  
 Please list Meal ticket required to attend \$75.12, Parking at Sioux Falls, SD \$32.00 = \$ 107.12

•Lodging: 4 Estimated number of days/nights = \$           

•Registration: 0 Estimated Cost = \$           

*Total Cost Estimate* = \$ 153.32

•Department Head designated mileage rate: \$ 0.00 /mile

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

  
 Department Head Signature

9/12/2016  
 Date

## Robert Hill

---

**From:** netc-admissnotifications <netc-admissnotifications@fema.dhs.gov>  
**Sent:** Wednesday, April 20, 2016 6:29 AM  
**To:** Robert Hill  
**Subject:** EMI Course Acceptance: E0197

Robert W Hill, Sr

Dear Mr. Hill:

Congratulations, you have been accepted for the Emergency Management Institute course listed below:

- E0197: Integrating Access and Functional Needs into Emergency Planning
- 8/30/2016 To 8/31/2016

You should refer to the NETC Welcome Package at <http://training.fema.gov/studentsandinstructors.aspx>. This package contains pertinent information about making your travel arrangements, transportation, lodging, reimbursement, food service, and on campus services.

Your travel dates for this course are: August 29, 2016 and September 1, 2016. If you are a FEMA employee, please refer to the NETC Welcome Package for specific information about your travel and travel authorization preparation.

You must contact the NETC Transportation Office at (301) 447-1113 at least 2 weeks prior to your course start date if you plan to use the shuttle to NETC. Failure to reserve a seat on the shuttle may result in your having to provide your own transportation to NETC which will be at your own expense.

Airport pickup times for this course are as follows:

- Baltimore/Washington International (BWI) pickup times: 07:00 PM (EST)
- No pickups scheduled for Ronald Reagan National Airport (DCA)
- No pickups scheduled for Dulles International Airport (IAD)

Please plan to arrive at least 1 hour before the shuttle pickup time stated above.

Campus departure times for this course are as follows:

- Departing for Baltimore/Washington International (BWI): 08:00 AM (EST)
- No departures are scheduled for Ronald Reagan National Airport (DCA)
- No departures are scheduled for Dulles International Airport (IAD)

On the return, you should make your flight 4 hours from the NETC departure time. This will allow 2 hours for transportation to the airport and another 2 hours for airport security.

Since you have been accepted into a course at NETC, lodging has been reserved for you for 8/29/2016 to 9/1/2016. Check-in time is any time after 2:00 p.m. on your travel day. If you do not need lodging on the NETC campus, please notify the NETC Housing Office at [FEMA-NETC-Housing@fema.dhs.gov](mailto:FEMA-NETC-Housing@fema.dhs.gov) upon receipt of this email. For further information regarding lodging, please refer to the NETC Welcome Package.

## STIPEND REIMBURSEMENT PROGRAM

The NFA and EMI stipend reimbursement programs are cost sharing programs. The student's or sponsoring organization's share of the program is the cost of meals/participation in the NETC meal program, the cost of ground transportation from the point of departure to the local airports and back, parking, tolls, and the salary and benefit costs to the sponsoring organization of the student or any replacement personnel necessitated by the student's absence from duty during the term of participation in a course. The government's share includes reimbursement for common carrier transportation or privately owned vehicle (POV) as outlined below; ground transportation between NETC and the designated airports using the campus shuttle service; lodging on campus; and the cost of the first piece of luggage up to 50 pounds, not to exceed \$60 roundtrip for EMI students.

Below is information about reimbursement procedures for NFA and EMI courses under the student stipend reimbursement programs. Please read the information carefully. If you have any questions about your eligibility to receive a stipend, please contact Admissions either by email at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov) or by phone at 301-447-1035.

Any exceptions to travel must be requested in writing and faxed along with documentation to 301-447-1441 for NFA and 301-447-1658 for EMI. All exceptions must be approved prior to making your travel arrangements. Otherwise, your stipend may be denied or limited to the state ceiling amount. Exceptions to travel include side trips or traveling days other than those listed in your acceptance notification.

### INDIVIDUALS ELIGIBLE FOR REIMBURSEMENT:

- ▶ State, local or tribal government representatives.
- ▶ Recognized volunteer organization representatives.
- ▶ Active emergency management organization representatives.
- ▶ Representatives from state or local fire organizations.

If you do not apply for a stipend reimbursement within 60 days following the course start date, your stipend reimbursement will be denied.

NFA students are limited to one reimbursable trip per fiscal year (Oct. 1-Sept. 30). If you wish to attend a second NFA class (at your own expense), a letter to that effect must accompany the second application stating that you are waiving your stipend reimbursement.

continued on next page

## INDIVIDUALS NOT ELIGIBLE FOR STIPEND REIMBURSEMENT:

- ▶ Federal government employees.
- ▶ Private industry employees.
- ▶ Employees who are contracted to federal, state or local government entities (such as rural-metro departments).
- ▶ Representatives of a foreign organization.
- ▶ **For EMI only:** students eligible for federally funded grants.
- ▶ Students enrolled in the E0705 course offered at EMI. There is no stipend reimbursement for the “Fundamentals of Grants Management.” Students enrolled in this course should contact the grant program analyst/manager to identify travel funding for this training as part of the grant management and administration cost.

## REIMBURSEMENT FOR:

### Airfare:

- ▶ You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round trip transportation by common carrier (economy coach class, nonrefundable) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!
- ▶ **If you take side trips or travel outside of the defined travel days**, your reimbursement shall be limited to no more than the state ceiling amount as noted on the Reimbursement State Ceiling Chart.
- ▶ **To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS, and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE**, unless you request, in writing, an exception prior to making your travel arrangements and have received written approval from the NETC Admissions Office. Otherwise, your reimbursement will be limited up to the state ceiling amount.
- ▶ **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the state ceiling amount.
- ▶ **Use of frequent flier miles** toward the purchase of a ticket is NOT reimbursable.
- ▶ **Fees associated with seat upgrades or early bird check-ins are not reimbursable.**
- ▶ **Flight or ticket insurance is not reimbursable.**
- ▶ If any portion of your airfare is subsidized by another source, that portion is NOT reimbursable under the stipend program.

### Driving:

- ▶ You will be reimbursed the current POV federal mileage allowance or the state ceiling, whichever is less.
- ▶ POV mileage is subject to validation.
- ▶ **If you do not register your vehicle with the Housing Office**, reimbursement for POV mileage may be denied.
- ▶ **If someone is dropping you off**, you **must** have the vehicle verified by the Housing Office prior to the vehicle departing campus, or your stipend will be denied.
- ▶ If you carpool with another student, only the driver will be reimbursed.

continued on next page

# Travel/Education Request Form

Name(s) Laura Littlecott

Department Commission Position HR Specialist

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
September 22, 2016			R&T Center, Brookings

**Reason for Travel:**

New Overtime Rule Discussion

**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

*Sally Jeffense*  
 Department Head Signature

9-7-16  
 Date

# Travel / Education Request Form

Name(s) Jon Pike, & Kathy Hanson

Department: Sheriffs Office.

Position(s): Patrol Sgt., and Office Manager.

## Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
09/22/16			Sioux Falls

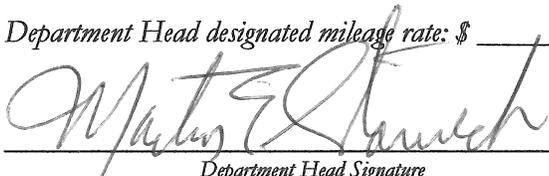
**Reason for Travel:** Hwy Safety Grant reimbursement training.

**Passengers:** Kathy Hanson

### Estimated Expenses

- Method of Travel:  County Vehicle     Private Auto  
    \_\_\_\_\_ miles    @    \$ \_\_\_\_\_ / per mile    = \$ \_\_\_\_\_
- Meals:    \_\_\_\_\_ Breakfast    @ \$ \_\_\_\_\_    = \$ 0  
                  \_\_\_\_\_ Lunch    @ \$ \_\_\_\_\_    = \$ 0  
                  \_\_\_\_\_ Dinner    @ \$ \_\_\_\_\_    = \$ 0
- Additional Expenses (taxi, parking, etc)  
   Please list \_\_\_\_\_    = \$ 0
- Lodging:    \_\_\_\_\_ Estimated number of days/ nights    = \$ 0
- Registration    \_\_\_\_\_ Estimated cost    = \$ 0
- Total Cost Estimate    = \$ \_\_\_\_\_

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

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

9-7-16  
 \_\_\_\_\_  
 Date

## Jon Pike

---

**From:** dfalken <dfalken@brookings.net>  
**Sent:** Tuesday, September 06, 2016 4:43 PM  
**To:** Jon Pike; Justina Diamond; Robert McGraw Clark County Sheriff; Aaron Talich; Tayt Alexander Hamlin SO; grant lanning; Ryan Vrchota; Troy Wellman Moody County Sheriff; Capt Ryan Remmers; Chief Timothy Kiefer  
**Subject:** Fw: FY17 Reimbursement Workshops

All of the above agencies have applied for 2017 grant. Attached is an email from Amanda on upcoming FY17 Reimbursement training dates and locations. Please save the date and plan on attending one of the workshops. It is my understanding that Pierre will be notifying agencies shortly on what there grant awards will be.

**From:** [Hossle, Amanda](#)  
**Sent:** Tuesday, September 06, 2016 10:39 AM  
**To:** [Dennis Falken](#) ; [Eric Majeres](#) ; [Falken, Dennis](#) ; [Ingemunson, Greg](#) ; [Majeres, Eric](#) ; [Olerud, Rod](#)  
**Subject:** RE: FY17 Reimbursement Workshops

Please make sure you've sent the dates of the reimbursement workshops out to your sub-grantees!!!!

---

**From:** Hossle, Amanda  
**Sent:** Thursday, August 04, 2016 9:53 AM  
**To:** Dennis Falken; Eric Majeres; Falken, Dennis; Ingemunson, Greg; Majeres, Eric; Olerud, Rod  
**Subject:** FY17 Reimbursement Workshops

Good morning,

Below are the "tentative" dates for the FY17 reimbursement workshops. Good with everyone?

Dates	City	Location	Community Sub-Grantees	Law Enforcement
Monday, September 19, 2016	Pierre	Faith Lutheran Church	N/A	1:00-3:
Tuesday, September 20, 2016	Rapid City	HP Office	9:00-11:00	1:00-3:
Wednesday, September 21, 2016	Aberdeen	HP Office	N/A	1:00-3:
Thursday, September 22, 2016	Sioux Falls	DOT/HP Office	9:00-11:00	1:00-3:

**Amanda Hossle**  
Management Analyst  
Office of Highway Safety  
118 W. Capitol Avenue  
Pierre, SD 57501  
Office: 605-773-8210  
Cell: 605-295-1907  
[amanda.hossle@state.sd.us](mailto:amanda.hossle@state.sd.us)

# Travel/Education Request Form

Name(s) Laura Littlecott

Department Commission Position HR Specialist

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 5, 2016			Sioux Falls Convention Center

### Reason for Travel:

South Dakota Safety & Health Conference

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

### Estimated Expenses:

•Method of Travel:  County Vehicle  Private Auto  Air  
116 Miles \$ 0.42 /mile = \$ 48.72

•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 \_\_\_\_\_ = \$ \_\_\_\_\_

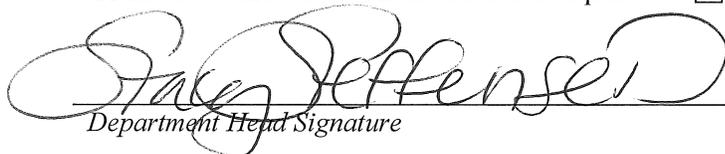
•Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ \_\_\_\_\_

•Registration: \$220 Estimated Cost = \$ 220.00

*Total Cost Estimate* = \$ 268.72

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

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

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

9-7-16  
\_\_\_\_\_  
Date

# SOUTH DAKOTA SAFETY & HEALTH CONFERENCE REGISTRATION

## COMPANY INFORMATION

Company Name Brookings County  
 Address 520 3rd St. Suite 210  
 City, State, Zip Brookings SD 57006  
 Phone 605 696 8305  
 E-mail littlecott@brookingscountysd.gov

## CONFERENCE REGISTRATION

Full day, includes luncheon	BEFORE 9/23	AFTER 9/23	AMT.
Member (SDSC/SHRM/SDCA)	\$220	\$245	\$ <u>220</u>
Nonmember	\$265	\$290	\$ _____
Group Discount <i>(Every attendee from same organization after the first three)</i>	\$150	\$150	\$ _____

## ADDITIONAL LUNCHEON TICKETS

Admission to luncheon only    \$35    \$40    \$ \_\_\_\_\_

## CONFERENCE ATTENDEES

Please list names of individual attendees for preparation of name badges; attach additional list if needed.

- Name Laura Littlecott  
Email littlecott@brookingscountysd.gov
- Name \_\_\_\_\_  
Email \_\_\_\_\_
- Name \_\_\_\_\_  
Email \_\_\_\_\_
- Name \_\_\_\_\_ \$150  
Email \_\_\_\_\_
- Name \_\_\_\_\_ \$150  
Email \_\_\_\_\_
- Name \_\_\_\_\_ \$150  
Email \_\_\_\_\_

Subtotal \$ 220

6.5% South Dakota State/City Sales Tax \$ \_\_\_\_\_

**TOTAL REMITTANCE \$ \_\_\_\_\_**

## PAYMENT INFORMATION

- Check Enclosed (payable to South Dakota Safety Council)  
 Credit Card:  Visa  MasterCard  American Express  
 Card # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

## SESSION CHECKLIST

Check the sessions you will attend. If registering more than one person, please indicate by number how many will attend.

### Opening Session

8:00 – 9:00 a.m.

Safe 4 the Right Reasons

### Full-Day Session

9:40 a.m. – 4:45 p.m.

\_\_\_\_\_ Solving the People Puzzle: Leadership, Personalities and High Performance Teams

### Morning Half-Day Session

9:40 a.m. – 12:00 p.m.

\_\_\_\_\_ 30 Years With the FBI: Lessons Learned

### Afternoon Half-Day Session

2:35 – 4:30 p.m.

\_\_\_\_\_ An Afternoon with Mike: Together, We're Even Better!

### Break-Out Sessions

9:40 a.m.

- \_\_\_\_\_ An Effective Safety Campaign: The Cornerstone to Success
- \_\_\_\_\_ Did OSHA Just Ban Drug Testing and Safety Incentives?
- \_\_\_\_\_ You're On a Team, You May as Well Be Good at It
- \_\_\_\_\_ Care Pathways for Spine-Related Injuries
- Security Awareness 101

11:10 a.m.

- The Glass Ain't Half Full, It's Just Too Big
- Drugs and Alcohol in the Workplace
- \_\_\_\_\_ Dealing With Difficult People: How to Work With Bullies, Tyrants and Jerks
- \_\_\_\_\_ JSAs, JSOs and RAs
- \_\_\_\_\_ Emergency/Disaster Preparedness

2:35 p.m.

- \_\_\_\_\_ Occupational Fatigue: The next BIG Issue? Part 1
- Workers' Compensation Case Law Update, Industry Trends and Challenges
- \_\_\_\_\_ Communicating Across the Generations at Work
- \_\_\_\_\_ Why Do We Need Electrical Assessments?
- \_\_\_\_\_ Critical Workplace Situations — The Workplace Violence Phenomenon

3:40 p.m.

- \_\_\_\_\_ Occupational Fatigue, Part 2
- \_\_\_\_\_ Straight From the Horse's Mouth: SDOSHA Update
- \_\_\_\_\_ Stress, Time and Procrastination: Are You a Burnout?
- \_\_\_\_\_ Distracted Driver — Are YOU the Problem?
- Active Shooter/Armed Intruder: Lessons Learned and Updates

South Dakota Safety Council

Invoice No. 11,028

1108 N. West Ave  
Sioux Falls, SD 57104  
Phone: 605-361-7785

# INVOICE

Sold To: Brookings County  
520 3rd Street Ste 210  
Brookings, SD 57006

Ship To: Laura Littlecott  
Brookings County  
520 3rd Street Ste 210  
Brookings, SD 57006

Account No.	Purchase Order No.	Order Date	Order Number	Terms	Invoice Date
161833		9/1/2016	13624	Net 30	9/1/2016

Qty	Description	Unit Price	Extended Price
	2016 South Dakota Safety and Health Conference 10/5/2016 - 10/5/2016		
1	CONF16/MAIN Full Day Registration	220.00	220.00
1	CONF16/MAIN_LUNCH Luncheon		

Line Item Total	Other	Tax	Subtotal	Amount Received	Amount Due
220.00			220.00		220.00

--	--	--	--	--	--

# Travel/Education Request Form

Name(s) Richard Birk

Department Highway Position superintendent

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
October 18-20, 2016			Rapid City SD

### Reason for Travel:

31st Annual North Regional LTAP Conference

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 \_\_\_\_\_ = \$ 0.00

•Lodging: 2 Estimated number of days/nights = \$ 171.98

•Registration: 1 Estimated Cost = \$ 100.00

*Total Cost Estimate* = \$ 271.98

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

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

Richard Birk  
 Department Head Signature

9-7-16  
 Date

\*Online Registration (8/24-10/12) <http://sdstate.edu/engr/ltap>

**MAIL-IN REGISTRATION FORM**

**Regional Local Road Conference - October 19-20, 2016**

*Best Western Ramkota Hotel, 2111 LaCrosse St, Rapid City, SD*

Name: Dick Birk  
Title: Highway Superintendent  
Agency: Brookings County Highway  
Address: 422 Western Avenue  
City: Brookings  
State: SD Zip: 57006  
Phone: 696-8270 Fax: 696-8278  
Email: dbirk@brookingscountysd.gov

**REGISTRATION COSTS**

*Includes one lunch, one breakfast, breaks, banquet, and social hour*

- \$100 Attendee—Early Bird Registration if paid by October 5  
 \$125 Attendee—Registration Fee after October 5

\$ 75 for each Additional Guest Meal Package--*Includes meal pkg. for those not attending the conference--Lunch&Banquet 10/19; Breakfast 10/20*  
Additional Guest's Name: \_\_\_\_\_

**EXHIBIT BOOTHS ASSIGNED BY ONLINE REGISTRATION ONLY**

*Vendor Display fee only includes ONE Attendee registration fee*

- \$200 Vendor Display—Early Bird Registration if paid by October 5  
 \$250 Vendor Display—Online Registration Fee after October 5

**SPONSORSHIP DONATIONS**

- Platinum Sponsors [\$1,500 +] \$ \_\_\_\_\_ [enter amount]  
 Gold Sponsors [\$750-\$1,499] \$ \_\_\_\_\_ [enter amount]  
 Silver Sponsors [\$100 - \$749] \$ \_\_\_\_\_ [enter amount]

**PAYMENT OPTIONS**

*Online registration & payment at <http://sdstate.edu/engr/ltap>*

- \*Credit Card Payment for Online Registration Only (8/24-10/12)  
 Purchase Order  Cash/Check at Conference  
 Check - made payable to SDSU-SDLTAP



**MAIL REGISTRATION FORM & FEE [by check] to:**

SDSU – South Dakota LTAP  
SCEH 308, Box 2219, Brookings, SD 57007  
Phone: 800-422-0129 Fax: 605-688-5878

**Pre-Register/Pay by October 5 - No refunds after October 12.**

# 31<sup>ST</sup> ANNUAL NORTH CENTRAL REGIONAL LOCAL ROAD CONFERENCE



**NORTH CENTRAL REGION**

*The most affordable local road conference in the nation providing local road managers an opportunity to learn and share ideas for building and maintaining local roads in challenging economic times.*

Best Western Ramkota Hotel  
2111 LaCrosse Street  
Rapid City, South Dakota

Sponsored by:  
The Federal Highway Administration  
and the Local Technical Assistance  
Programs (LTAPs) of Colorado, Iowa,  
Kansas, Missouri, Montana, Nebraska,  
North Dakota, South Dakota and  
Wyoming.



## Success

Your submission and credit card payment have been received. You should receive a submission confirmation email and credit card payment receipt email shortly. If you have any questions, please email SD LTAP.

### Credit Card Payment Details

Reference #: 8687705

### Order Information

Payment Option: Credit Card

Order Amount: \$100.00

### Contact Information

First Name: Dick

Last Name: Birk

Title: Highway Superintendent

Org: Brookings County Highway

Address: 422 Western Avenue

City: Brookings

Phone: 6056968270

State: South Dakota

Province: NA

Fax: 6056968278

Email: [lgross@brookingscountysd.gov](mailto:lgross@brookingscountysd.gov)

### Registration Information

Are you?: Attendee (\$100 includes meals)

Number of Additional Attendees: None

Attendees: N/A

### Booth Information

Number of Booths Needed: N/A

Booth Priority : None

### Sponsorship Information

# Travel/Education Request Form

Name(s) Robert W. Hill, Richard Haugen, Rae Lynn Maher and Planning Board members

Department County Development Position Director

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
10/26-27/2016			Sioux Falls, SD

**Reason for Travel:**

Attend the South Dakota Planners Association Conference in Sioux Falls. The plan is to drive a vehicle and transport members of the Brookings County Planning Commission to the event each day. No overnight stay is anticipated, subject to weather conditions.

Passengers: multiple

**Estimated Expenses:**

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

•Meals: 0 Breakfast @ \$ 6.00 = \$ 0.00  
6 Lunch @ \$ 11.00 = \$ 66.00  
0 Dinner @ \$ 15.00 = \$ 0.00

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

•Additional Expenses (taxi, parking, etc.):  
 Please list None = \$           

•Lodging: 0 Estimated number of days/nights = \$           

•Registration: 80.00 Estimated Cost = \$ 80.00

*Total Cost Estimate* = \$ 146.00

•Department Head designated mileage rate: \$ 0.00 /mile

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

  
 Department Head Signature

9/08/2016  
 Date

# Travel/Education Request Form

Name(s) Robert W. Hill

Department County Development Position Director

## Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
Nov 6-12/2016			Anniston, Al

### Reason for Travel:

Attend training in Anniston, AL, training consists of three days of Incident Command training and two days of Hands-On training for CBRNE Incidents. All associated fees are paid for by the Center for Doemstic Preparedness.

Passengers: 0

### Estimated Expenses:

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

•Meals: 0 Breakfast @ \$ 10.00 = \$ 0.00  
0 Lunch @ \$ 14.00 = \$ 0.00  
0 Dinner @ \$ 21.00 = \$ 0.00

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

•Additional Expenses (taxi, parking, etc.):  
 Please list Airfare = \$ 0.00

•Lodging: 7 Estimated number of days/nights = \$           

•Registration:            Estimated Cost = \$           

Total Cost Estimate = \$ 0.00

•Department Head designated mileage rate: \$ 0.00 /mile

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

  
 Department Head Signature

9/06/2016  
 Date

## Robert Hill

---

**From:** Celia E. Wright (CTR) <Celia.Wright@cdpemail.dhs.gov>  
**Sent:** Tuesday, September 06, 2016 2:25 PM  
**To:** Robert Hill  
**Cc:** David A. Hall (FEMA); Teresa.tople@state.sd.us  
**Subject:** Training Confirmation - Center for Domestic Preparedness

Robert W. Hill Sr.,

Congratulations, you are confirmed to attend the 17R-0065 HOT / 17R-0066 IC, 11/6/2016-11/12/2016 at the Center for Domestic Preparedness (CDP) in Anniston, AL. These dates are all inclusive with the first and the last day being travel days.

Approximately fifteen (15) days before the scheduled start date of the course you will receive email notification from the CDP travel office concerning your scheduled training. The notification will provide instructions on how to obtain all necessary paperwork for your class. If you do not receive a notification by Wednesday the week prior to your class start date please contact me directly.

You should confirm with your department/agency to ensure you have the required time off to attend this training.

***It is very important that you save your FEMA SID and password which you obtained when applying for CDP training; you will need them to retrieve your CDP Information Packet and travel instructions. If you have forgotten your FEMA SID or password, please contact the FEMA SID Help Desk at [support@cdpemail.dhs.gov](mailto:support@cdpemail.dhs.gov) or 866-213-9699.***

Effective November 1, 2010 the name on your flight itinerary must exactly match the valid passport or government issued photo identification you will be using to board the aircraft. If your name appears differently above, please contact me to make the correction immediately. **Please note a middle initial in lieu of your complete middle name is acceptable.**

If you have previously experienced delayed airline boarding or have been continuously referred for additional (secondary) screening at the airport you may wish to apply for a DHS redress number. You can read more about the redress number at [http://www.dhs.gov/files/programs/gc\\_1169676919316.shtm](http://www.dhs.gov/files/programs/gc_1169676919316.shtm)

Western Region Training Coordinator  
Center for Domestic Preparedness  
Phone 256-847-2081  
Toll Free 866-213-9548

# Travel/Education Request Form

Name(s) Stacy Steffensen, Laura Littlecott, Dick Birk, Dennis Miller

Department Commission & Highway Position \_\_\_\_\_

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
November 9-10, 2016			Ramkota Hotel, Pierre, SD

**Reason for Travel:**

Safety & Loss Control Training Conference

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

**Estimated Expenses:**

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

•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: 1 Estimated number of days/nights = \$ 100.00

•Registration: \$65 Estimated Cost = \$ 65.00

*Total Cost Estimate* = \$ 325.44

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

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

Stacy Steffensen  
 Department Head Signature

9-7-10  
 Date

# 2nd Joint Safety & Loss Control Training Conference

November 9 - 10, 2016  
Ramkota Hotel • Pierre, SD



## Taking It to the Next Level



**Keynote Speaker: Scott Burrows'** riveting story of overcoming incredible physical, personal, and professional challenges through sheer determination, will power, and goal setting encourages audiences to **STAND UP** to their own challenges regardless the circumstances.

### Sponsored By:

State of SD Office of Risk Management |  
SD Public Assurance Alliance | SDML Workers'  
Compensation Fund | Safety Benefits, Inc. |  
Insurance Benefits, Inc. | Claims Associates, Inc.

### Topics to be Presented:

- Recognizing Meth Labs and the Waste Left Behind
- Workers' Compensation
- Telematics and Distracted Driving
- Marijuana: High Time for Discussion
- Cyber Risk



For registration information please contact:  
**Janet Sporrer**, Safety Benefits, Inc. at  
888-313-0839 or [jsporrer@safety-benefits.com](mailto:jsporrer@safety-benefits.com)



## Robert Hill

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**From:** Whetsel, Cheryl (PHMSA) <cheryl.whetsel@dot.gov>  
**Sent:** Tuesday, August 30, 2016 7:37 AM  
**To:** Barrack, Delia (Brownstein); Brownstein, Michael (GPAC); Burke, Elaine (Fleck); Campbell, Cheryl F (GPAC); Degracia, Jessica (Zamarin); Drake, Andy (GPAC); Fleck, Susan; Gant, Paula ; Garza, Blanca E (Drake); Gleason, Kathleen (Campbell); Harris, Kari (Pevarski); Robert Hill; Kipp, Bob (CGA); Pevarski, Rick (GPAC); Stursma, Don (GPAC); Swinson, Wanda (Gant); Worsinger, Richard (GPAC); Zamarin, Chad (GPAC)  
**Cc:** Satterthwaite, Cameron (PHMSA); White, Nancy (PHMSA); Mayberry, Alan (PHMSA)  
**Subject:** Please mark your calendars - tentative for December 6-8 for the next GPAC meeting.

Thanks!

*Cheryl P. Whetsel*

Advisory Committee Manager  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
1200 New Jersey Avenue, SE  
East Building, E24-445  
Washington, DC 20590  
Telephone: 202-366-4431  
E-mail: [cheryl.whetsel@dot.gov](mailto:cheryl.whetsel@dot.gov)



**Know what's below.  
Call before you dig.**





Alert  
Lockdown  
Inform  
Counter  
Evacuate

## ACTIVE SHOOTER RESPONSE TRAINING INSTRUCTOR COURSE

### Hosted By: Meade County Sheriffs Office

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a set of proactive, options-based strategies, that increase your chances of survival during a violent intruder or Active Shooter event. For 14 years, the ALICE Training Institute has provided violent intruder response training to individuals and organizations across the nation.

This 2-Day Instructor training course is designed to teach law enforcement as well as school, church, hospital and workplace administrators and employees skills and strategies that bridge the gap between the time a violent event begins and law enforcement arrives.

**WHEN:** 1/9/2017 - 1/10/2017 8:00 AM – 4:00 PM

**WHERE:** Meade County Sheriff's Office  
1400 Main Street 3rd Floor  
Sturgis, SD 57785

**COST:** \$595.00 per person

**REGISTER AT:** [www.AliceTraining.com](http://www.AliceTraining.com) (click to register)

**PHONE:** 330-661-0106

- **Background:** You will become knowledgeable in statistics and information about active shooter situations and why ALICE training is effective.
- **ALICE Concepts:** We will deliver a detailed overview of ALICE training and the liability of proactive vs. passive response strategies.
- **Physical Drills:** You will experience live scenario drills that compare passive vs. active responses.
- **Effective Training:** You will learn the strategies and be provided with materials to become an effective ALICE Instructor in your own organization.

The ALICE Training Institute

phone: 330-661-0106 | email: [info@AliceTraining.com](mailto:info@AliceTraining.com) | [www.AliceTraining.com](http://www.AliceTraining.com)

# Travel/Education Request Form

Name(s) Susan Taylor

Department Finance Office Position Finance Assistant

**Travel/Education**

Date(s)	Beginning Odometer	Ending Odometer	Destination
09/12/2016			<del>Pierre</del> <u>Sioux Falls</u>

**Reason for Travel:**

To attend MV training at the SDACO annual convention in Sioux Falls

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

**Estimated Expenses:**

•Method of Travel:  County Vehicle  Private Auto  Air  
 116 Miles \$ 0.42 /mile =\$ 48.72

•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* =\$ 48.72

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

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

*Kirk Buseck*  
 Department Head Signature

9/14/16  
 Date

# Travel/Education Request Form

Name(s) Richard Birk

Department Highway Position superintendent

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
March 28-30, 2017			Deadwood, SD

### Reason for Travel:

SD Highway Superintendents Short Course 2017

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

### Estimated Expenses:

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

•Meals:

_____	Breakfast @	\$ _____	= \$ 0.00
2	Lunch @	\$ 11.00	= \$ 22.00
_____	Dinner @	\$ _____	= \$ 0.00

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

•Additional Expenses (taxi, parking, etc.):  
Please list \_\_\_\_\_ = \$ 0.00

•Lodging: 2 Estimated number of days/nights = \$ 190.00

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

Total Cost Estimate = \$ 212.00

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

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

Richard Birk  
Department Head Signature

9-14-16  
Date

## Personnel Action Notice Summary

Commission Meeting: September 20, 2016

<b>Employee Name:</b>	Jackie Rippert				
<b>Department:</b>	Finance	<b>Position:</b>	Finance Assistant		
<b>Effective Date:</b>	08/01/2016	<b>Salary/Wage:</b>	\$ 18.51		
<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>	Mike Erickson				
<b>Department:</b>	Highway	<b>Position:</b>	Heavy Equipment Operator		
<b>Effective Date:</b>	09/01/2016	<b>Salary/Wage:</b>	\$ 22.26		
<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>	Kristen Witchey				
<b>Department:</b>	Finance	<b>Position:</b>	Deputy Finance Officer		
<b>Effective Date:</b>	09/01/2016	<b>Salary/Wage:</b>	\$ 23.30		
<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>					
<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	

## For Commission Use Only

Date Submitted to Board of County Commissioners: October 20, 2016

**Reference #:** 15-146A

**Request:** Avera Heart - 8/22 thru 8/25/2016

**Amount:** \$ 42,519.69

**Recommendation of County Assistance Officer:** Approved - Medicaid Rates - \$10,744.79

**Reference #:** 16-069

**Request:** Brookings Health System - 1/1 thru 1/2/2016

**Amount:** \$ 19,795.12

**Recommendation of County Assistance Officer:** Approved - Ratio to Cost - \$5,052.01

**Reference #:** 16-145

**Request:** Avera Heart - 3/09/2016

**Amount:** \$ 24,828.30

**Recommendation of County Assistance Officer:** Deny - Failure to comply with application process.  
Certified Letter sent - 8/25/2016 - No response

**Reference #:** 16-149

**Request:** Brookings Health Systems - 4/18/2016

**Amount:** \$ 18,757.40

**Recommendation of County Assistance Officer:** Deny - Failure to comply with application process.  
Certified Letter sent - 8/25/2016 - No response

**Reference #:** 16-162

**Request:** City of Aurora

**Amount:** \$ 514.03

**Recommendation of County Assistance Officer:** Approved - \$400.00 from County for Past due amount.  
\$114.03 from My Neighbor

**Reference #:** 16-163

**Request:** Brookings Municipal Utilities

**Amount:** \$ 400.39

**Recommendation of County Assistance Officer:** Approved - Disconnect Amount of -\$400.39

**Reference #:** 16-164

**Request:** Rent

**Amount:** \$ 485.00

**Recommendation of County Assistance Officer:** Approved - One month past due rent -\$485.00  
When rent slip returned.

**Reference #:** 16-165

**Request:** Rent

**Amount:** \$ 665.00

**Recommendation of County Assistance Officer:** Approved - One month partial payment of rent - \$650.00

**Reference #:** 16-166

**Request:** Brookings Municipal Utilities

**Amount:** \$ 146.19

**Recommendation of County Assistance Officer:** Approved - Disconnect Amount of \$146.19

**Reference #:** 16-168

**Request:** Rent

**Amount:** \$ 750.00

**Recommendation of County Assistance Officer:** Approved - Partial payment of one month rent - \$650.00.  
When rent slip returned.

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138656	101-4-111-4250	COPIER MAINTENANCE CONTRACT		221.54
01-10371	BROOKINGS REGISTER	I-201609138687	101-4-111-4230	MINUTES, BUDGET PUBLISHING		898.65
DEPARTMENT 111 COMMISSIONERS					TOTAL:	1,120.19

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-11863	MCLEOD'S PRINTING & OFF	I-201609138751	101-4-120-4260	POLL BOOK SEALS		13.25
DEPARTMENT 120 ELECTIONS					TOTAL:	13.25

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 130 JUDICIAL SYSTEM

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10390	BROOKINGS HEALTH SYSTEM	I-201609138684	101-4-130-4230	AUGUST BLOOD ALCOHOL TESTS		4,964.00
01-11300	PATRICIA J HARTSEL	I-201609138728	101-4-130-4224	TRANSCRIPTS XXXX		79.80
01-11300	PATRICIA J HARTSEL	I-201609138729	101-4-130-4226	TRANSCRIPTS CRI15-571		121.60
01-11300	PATRICIA J HARTSEL	I-201609138730	101-4-130-4224	TRANSCRIPTS XXXX 16-478 &483		125.40
01-12179	NANCY J NELSON	I-201609138758	101-4-130-4222	CAA XXXX		469.20
01-12179	NANCY J NELSON	I-201609138759	101-4-130-4222	CAA XXXX		853.76
01-12602	RICK RIBSTEIN	I-201609138779	101-4-130-4222	CAA XXXX		1,018.23
01-12602	RICK RIBSTEIN	I-201609138780	101-4-130-4222	CAA XXXX		673.75
01-12602	RICK RIBSTEIN	I-201609138781	101-4-130-4222	CAA XXXX		977.13
01-12602	RICK RIBSTEIN	I-201609138782	101-4-130-4222	CAA XXXX		591.13
01-12602	RICK RIBSTEIN	I-201609138783	101-4-130-4222	CAA XXXX		1,991.25
01-12602	RICK RIBSTEIN	I-201609138784	101-4-130-4222	CAA XXXX		2,287.20
01-12602	RICK RIBSTEIN	I-201609138785	101-4-130-4222	CAA XXXX		9,294.53
01-13262	VANDENBERG LAW	I-201609138810	101-4-130-4222	CAA XXX		828.00
01-13262	VANDENBERG LAW	I-201609138811	101-4-130-4222	CAA XXXX		253.00
01-13389	TERRY D WIECZOREK PC	I-201609138816	101-4-130-4222	CAA XXX		260.85
01-13389	TERRY D WIECZOREK PC	I-201609138817	101-4-130-4222	CAA XXX		166.47
01-15214	JAMES SELLECK	I-201609138823	101-4-130-4280	JUROR FEES		50.84
01-15220	RICKY L SONNENBURG	I-201609138824	101-4-130-4280	JUROR FEES		50.84
01-15800	DAVID JOHNSON	I-201609138821	101-4-130-4280	JUROR FEES		55.04
01-17926	TIM HOGAN	I-201609138731	101-4-130-4222	CAA XXXX		934.40
01-19572	ARAGON, MARTHA A	I-201609138660	101-4-130-4290	TRANSLATION SERVICES 8/30		50.00
01-20161	MILDRED FURNEY	I-201609138820	101-4-130-4280	JUROR FEES		79.40
01-20985	FITE, PIERCE & RONNING	I-201609138713	101-4-130-4221	CAA XXXX		349.60
01-20985	FITE, PIERCE & RONNING	I-201609138714	101-4-130-4221	CAA XXXX		340.40
01-20985	FITE, PIERCE & RONNING	I-201609138715	101-4-130-4221	CAA XXXX		442.40
01-20985	FITE, PIERCE & RONNING	I-201609138716	101-4-130-4221	CAA XXXX		662.40
01-20985	FITE, PIERCE & RONNING	I-201609138717	101-4-130-4221	CAA XXXX		613.60
01-20985	FITE, PIERCE & RONNING	I-201609138718	101-4-130-4221	CAA XXXX		230.00
01-20985	FITE, PIERCE & RONNING	I-201609138719	101-4-130-4221	CAA XXXX		294.40
01-20985	FITE, PIERCE & RONNING	I-201609138720	101-4-130-4222	CAA XXXX		2,046.40
01-21855	DALE DESMET	I-201609138819	101-4-130-4280	JUROR FEES		51.68
01-21860	ALAN MERGEN	I-201609138822	101-4-130-4280	JUROR FEES		52.52
01-21863	EDWARD WALDNER	I-201609138825	101-4-130-4280	JUROR FEES		53.36
01-22039	JENNIFER GOLDAMMER	I-201609138725	101-4-130-4222	CAA XXXX		736.00
01-22102	ANTHONY TEESDALE	I-201609138804	101-4-130-4222	CAA XXXX		960.63
01-22102	ANTHONY TEESDALE	I-201609138805	101-4-130-4222	CAA XXXX		951.81
01-22102	ANTHONY TEESDALE	I-201609138806	101-4-130-4222	CAA XXXX		568.60

DEPARTMENT 130 JUDICIAL SYSTEM TOTAL: 34,529.62

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 143 FINANCE OFFICE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138651	101-4-143-4250	COPIER MAINTENANCE		64.63
01-10525	CEDAR SHORE RESORT	I-201609138693	101-4-143-4270	LODGING FOR SDACES		189.90
01-10541	CENTURY BUSINESS PRODUC	I-201609138697	101-4-143-4250	COPIER MAINTENANCE		47.28
01-12261	OFFICE PEEPS INC	I-201609138765	101-4-143-4260	CALENDARS, PAPER		76.27
01-22106	SUSAN TAYLOR	I-201609138803	101-4-143-4270	MILEAGE, MV CONVENTION		48.72
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	426.80

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-21307	BROOKINGS COUNTY STATES	I-201609138681	101-4-151-4260	REPLENISH PETTY CASH		129.00
DEPARTMENT 151 STATES ATTORNEY					TOTAL:	129.00

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 161 COUNTY BUILDING

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-201609138673	101-4-161-4280	PHONE SERVICE		1,100.68
01-10354	BROOKINGS CITY UTILITIE	I-201609138674	101-4-161-4280	UTILITIES		3,017.32
01-10354	BROOKINGS CITY UTILITIE	I-201609138674	101-4-161-4282	UTILITIES		50.00
01-10354	BROOKINGS CITY UTILITIE	I-201609138674	101-4-161-4283	UTILITIES		213.00
01-10670	COOK'S WASTEPAPER & REC	I-201609138706	101-4-161-4250	SEPT SERVICE		234.46
01-11038	FIRST BANK & TRUST	I-201609138711	101-4-161-4267	SUPPLIES, REGISTRATION, MAIL		46.05
01-11827	LOWE'S	I-201609138746	101-4-161-4260	PAINT SUPPLIES		18.18
01-12503	QUALIFIED PRESORT SERVI	I-201609138774	101-4-161-4267	WORK FROM 8/16-8/31		21.84
01-12515	RAZOR'S EDGE LAWNCARE	I-201609138776	101-4-161-4250	MOWING, LANDSCAPING		1,600.00
01-12666	RUNNING'S SUPPLY INC	I-201609138788	101-4-161-4243	SEALANT, GUTTER/FLASHING ALUM		9.18
01-19107	CREATIVE PRODUCT SOURCI	I-201609138708	101-4-161-4267	DARE SUPPLIES		85.85
DEPARTMENT 161 COUNTY BUILDING					TOTAL:	6,396.56

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138655	101-4-162-4260	COPIER MAINTENANCE CONTRACT		87.57
01-12261	OFFICE PEEPS INC	I-201609138766	101-4-162-4260	OFFICE SUPPLIES		11.28
DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL:						98.85

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 163 REGISTER OF DEEDS

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138653	101-4-163-4250	COPIER MAINTENANCE CONTRACT		54.84
01-10525	CEDAR SHORE RESORT	I-201609138693	101-4-163-4270	LODGING FOR SDACES		94.95
01-12261	OFFICE PEEPS INC	I-201609138767	101-4-163-4260	DESK CALENDARS		13.92
DEPARTMENT 163 REGISTER OF DEEDS TOTAL:						163.71

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 167 TECHNOLOGY

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138656	101-4-167-4250	COPIER MAINTENANCE CONTRACT		53.86
01-10012	A&B BUSINESS INC	I-201609138657	101-4-167-4221	SMARTSEARCH 5 USER LICENSE		8,370.00
01-12714	SCHNEIDER CORPORATION H	I-201609138792	101-4-167-4221	BEACON HOSTING 10/1-12/31		2,565.00
01-22008	NEWEGG BUSINESS INC	I-201609138760	101-4-167-4260	COURTHOUSE WIFI		340.85
DEPARTMENT 167 TECHNOLOGY					TOTAL:	11,329.71

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 168 HUMAN RESOURCES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138656	101-4-168-4250	COPIER MAINTENANCE CONTRACT		44.31
01-11472	IPMA-HR	I-201609138736	101-4-168-4220	IPMA-HR MEMBERSHIP		149.00
01-21588	ONE SOURCE	I-201609138771	101-4-168-4220	BACKGROUND CHECKS		112.25
DEPARTMENT 168 HUMAN RESOURCES					TOTAL:	305.56

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 211 SHERIFF'S OFFICE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10339	BROOKINGS AUTO MALL INC	I-201609138670	101-4-211-4250	6A2 OIL CHANGE		63.95
01-10354	BROOKINGS CITY UTILITIE	I-201609138671	101-4-211-4280	LOCAL PHONES, ALARMS		443.24
01-10371	BROOKINGS REGISTER	I-201609138685	101-4-211-4230	BACK TO SCHOOL AD		30.00
01-10536	CENTRAL BUSINESS SUPPLY	I-201609138696	101-4-211-4261	SUPPLIES		21.54
01-10541	CENTURY BUSINESS PRODUC	I-201609138699	101-4-211-4250	COPIER MAINTENANCE		270.03
01-11038	FIRST BANK & TRUST	I-201609138711	101-4-211-4260	SUPPLIES, REGISTRATION, MAIL		159.85
01-11719	L&L AUTO & TRUCK PARTS	I-201609138740	101-4-211-4260	ADHESIVE		25.00
01-11863	MCLEOD'S PRINTING & OFF	I-201609138752	101-4-211-4260	EVIDENCE INVENTORY FORMS		159.05
01-12261	OFFICE PEEPS INC	I-201609138768	101-4-211-4261	SUPPLIES		141.08
01-13291	VERIZON WIRELESS	I-201609138813	101-4-211-4280	MOBILE DATA		280.07
01-18134	WALBURG, DUANE	I-201609138814	101-4-211-4221	ANIMAL CONTROL MILEAGE		27.30
01-19107	CREATIVE PRODUCT SOURCI	I-201609138708	101-4-211-4260	DARE SUPPLIES		1,073.20
01-22093	ONE OFFICE SOLUTION	I-201609138770	101-4-211-4261	PAPER, TONER		273.31
01-22139	NAMI SIOUX FALLS	I-201609138757	101-4-211-4270	CRISIS INTERVENTION CONFRENCE		120.00
DEPARTMENT 211 SHERIFF'S OFFICE TOTAL:						3,087.62

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 212 COUNTY JAIL

ITEMS PRINTED: PAID, UNPAID  
BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-201609138672	101-4-212-4280	COMMERCIAL UTILITIES		2,710.16
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		201.73
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		71.94
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		71.94
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		71.94
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		106.05
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		244.23
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		71.94
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		141.54
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		71.94
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		133.67
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		107.11
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		172.01
01-10357	AVERA MEDICAL GROUP	I-201609138663	101-4-212-4263	PMD XXXX		71.94
01-10390	BROOKINGS HEALTH SYSTEM	I-201609138683	101-4-212-4263	INMATE MEDICAL XXXX		171.22
01-10536	CENTRAL BUSINESS SUPPLY	I-201609138696	101-4-212-4260	SUPPLIES		94.73
01-10541	CENTURY BUSINESS PRODUC	I-201609138699	101-4-212-4250	COPIER MAINTENANCE		163.69
01-10670	COOK'S WASTEPAPER & REC	I-201609138703	101-4-212-4280	COMMERCIAL SERVICE		182.28
01-10684	COURTESY PLUMBING INC	I-201609138707	101-4-212-4250	REPAIRS IN JAIL		1,156.59
01-10781	DEJONG, DARREN J.	I-201609138710	101-4-212-4260	BOOT REIMBURSEMENT		100.00
01-11038	FIRST BANK & TRUST	I-201609138711	101-4-212-4265	SUPPLIES, REGISTRATION, MAIL		61.22
01-11038	FIRST BANK & TRUST	I-201609138711	101-4-212-4260	SUPPLIES, REGISTRATION, MAIL		50.36
01-11038	FIRST BANK & TRUST	I-201609138711	101-4-212-4270	SUPPLIES, REGISTRATION, MAIL		54.48
01-11078	FOERSTER OFFICE & SUPPL	I-201609138722	101-4-212-4260	JAIL SUPPLIES		732.35
01-11403	HOMESTEAD DO-IT CENTER	I-201609138732	101-4-212-4260	PAINT-JAIL		8.58
01-11855	MCKEEVER'S VENDING	I-201609138750	101-4-212-4260	INMATE COMMISSARY		805.24
01-12261	OFFICE PEEPS INC	I-201609138768	101-4-212-4260	SUPPLIES		141.08
01-12567	RELIANCE TELEPHONE	I-201609138777	101-4-212-4281	INMATE PHONE CARDS		2,000.00
01-12607	RICHARD-EWING EQUIP INC	I-201609138786	101-4-212-4350	WASHER & DRYER		12,250.00
01-12666	RUNNING'S SUPPLY INC	I-201609138787	101-4-212-4260	JAIL SUPPLIES		54.45
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4261	INMATE MEDICAL		116.71
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		334.50
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		2,558.18
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		8.00
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		4.00
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		8.00
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		96.12
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		384.85
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		525.85
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		43.00
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		44.80
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		38.88
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		61.91
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		80.54
01-21092	BROTHERS PHARMACY	I-201609138688	101-4-212-4262	PMD XXXX		21.60
01-22002	PROCHEM DYNAMICS LLC	I-201609138773	101-4-212-4260	SET UP WASHER, INMATE SUPPLIE		486.07
01-22002	PROCHEM DYNAMICS LLC	I-201609138773	101-4-212-4250	SET UP WASHER, INMATE SUPPLIE		145.00
01-22093	ONE OFFICE SOLUTION	I-201609138770	101-4-212-4260	PAPER, TONER		279.90
01-22139	NAMI SIOUX FALLS	I-201609138757	101-4-212-4270	CRISIS INTERVENTION CONFRENCE		120.00

DEPARTMENT 212 COUNTY JAIL TOTAL: 27,632.32

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-19005	MEDTOX LABORATORIES, IN I-201609138753		101-4-213-4220	XXX LABS		105.00
DEPARTMENT 213 CORONER					TOTAL:	105.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 214 JUVENILE DETENTION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-12037	MINNEHAHA COUNTY JDC	I-201609138755	101-4-214-4291	JDC COSTS INV #4241A		5,600.00
DEPARTMENT 214 JUVENILE DETENTION					TOTAL:	5,600.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 223 DRAINAGE COMMISSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138652	101-4-223-4250	COPIER MAINTENANCE CONTRACT		13.86
DEPARTMENT 223 DRAINAGE COMMISSION TOTAL:						13.86

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138656	101-4-411-4270	COPIER MAINTENANCE CONTRACT		14.77
01-10154	CITY OF AURORA	I-201609138701	101-4-411-4252	COP UTILITIES XXXX		400.00
01-10354	BROOKINGS CITY UTILITIE	I-201609138679	101-4-411-4252	COP UTILITIES XXXX		400.39
01-10354	BROOKINGS CITY UTILITIE	I-201609138680	101-4-411-4252	COP UTILITIES XXXX		146.19
01-10390	BROOKINGS HEALTH SYSTEM	I-201609138682	101-4-411-4242	COP OUTPATIENT XXXX		5,052.01
01-12236	NORTHWESTERN ENERGY	I-201609138762	101-4-411-4252	COP UTILITIES XXXX		106.12
01-19209	AVERA HEART HOSPITAL OF	I-201609138662	101-4-411-4241	COP INPATIENT XXXX		10,744.79
01-22136	BLAINE VANDEVENDEL	I-201609138812	101-4-411-4251	COP RENT XXXX		650.00
DEPARTMENT 411 WELFARE					TOTAL:	17,514.27

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 101 GENERAL FUND

DEPARTMENT: 433 ICAP

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-11486	INTER-LAKES COMMUNITY A	I-201609138735	101-4-433-4290	3RD QTR PAYMENT		3,034.25
DEPARTMENT 433 ICAP					TOTAL:	3,034.25

VENDOR SET: 01 Brookings County  
 PACKET: 01595 Claims Pd 9.20.16  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 441 BEHAVIORAL HEALTH

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-11788	LEWIS & CLARK BEHAVIORA	I-201609138742	101-4-441-4220	BMI INTAKE XXXX		160.00
01-11788	LEWIS & CLARK BEHAVIORA	I-201609138742	101-4-441-4220	BMI INTAKE XXXX		160.00
01-11805	LINCOLN COUNTY AUDITOR	I-201609138743	101-4-441-4220	MENTAL ILLNESS EXPENSES		2,249.01
01-12033	MINNEHABA COUNTY AUDITO	I-201609138754	101-4-441-4220	INV MENTAL ILLNESS REIMBURSE		324.00
01-13441	YANKTON COUNTY SHERIFF	I-201609138818	101-4-441-4270	SERVICE OF PROCESS XXX		50.00
01-13441	YANKTON COUNTY SHERIFF	I-201609138818	101-4-441-4270	SERVICE OF PROCESS XXX		50.00
01-13441	YANKTON COUNTY SHERIFF	I-201609138818	101-4-441-4270	SERVICE OF PROCESS XXX		50.00
01-13442	YANKTON COUNTY TREASURE	I-201609138826	101-4-441-4220	MI HEARING XXXX		93.25
01-13442	YANKTON COUNTY TREASURE	I-201609138826	101-4-441-4220	MI HEARING XXXX		139.25
DEPARTMENT 441 BEHAVIORAL HEALTH					TOTAL:	3,275.51

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 611 COUNTY EXTENSION

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-201609138674	101-4-611-4280	UTILITIES		895.21
01-10354	BROOKINGS CITY UTILITIE	I-201609138678	101-4-611-4280	PHONE SERVICE		328.25
01-10536	CENTRAL BUSINESS SUPPLY	I-201609138694	101-4-611-4260	INDEX CARDS, PAPER, LAMINATIO		159.58
01-10541	CENTURY BUSINESS PRODUC	I-201609138698	101-4-611-4250	COPIER MAINTENANCE CONTRACT		110.74
01-10670	COOK'S WASTEPAPER & REC	I-201609138704	101-4-611-4280	SEPT SERVICE, EXTRA ACH DAYS		94.22
01-12335	PARTY DEPOT	I-201609138772	101-4-611-4292	FASHION REVUE DECORATIONS		23.94
01-12666	RUNNING'S SUPPLY INC	I-201609138790	101-4-611-4260	ACHIEEMENT DAYS SUPPLIES		207.43
01-13120	SWIFTEL CENTER	I-201609138802	101-4-611-4293	SEPTEMBER FACILITY MAINTENANC		1,577.00
01-19736	MACK, SONIA	I-201609138747	101-4-611-4270	APRIL-SEPT TRAVEL		527.16
01-19736	MACK, SONIA	I-201609138747	101-4-611-4261	APRIL-SEPT TRAVEL		8.30
01-20116	BEST WESTERN OF HURON	I-201609138667	101-4-611-4270	LODGING-SD STATE FAIR 8/30-9/		468.00
DEPARTMENT 611 COUNTY EXTENSION					TOTAL:	4,399.83

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 615 WEED CONTROL

ITEMS PRINTED: PAID, UNPAID  
BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10047	AGFIRST FARMERS COOP	I-201609138658	101-4-615-4360	ELEMENT 5 GALLONS		310.75
01-10354	BROOKINGS CITY UTILITIE	I-201609138675	101-4-615-4280	TRUCK SHED WATER		93.55
01-10354	BROOKINGS CITY UTILITIE	I-201609138676	101-4-615-4280	PHONE & INTERNET SERVICE		78.64
01-10470	C&W REPAIR	I-201609138691	101-4-615-4250	ENGINE REPAIR		103.50
01-11523	JACKRABBIT TIRE & SERVI	I-201609138737	101-4-615-4250	ATV TIRES		136.94
01-12236	NORTHWESTERN ENERGY	I-201609138763	101-4-615-4280	TRUCK SHED HEAT		10.00
01-12543	RAMSDELL'S F&M LTD	I-201609138775	101-4-615-4260	2-4, D AMINE		2,909.70
01-12666	RUNNING'S SUPPLY INC	I-201609138789	101-4-615-4260	PARTS		1.40
01-13089	STURDEVANT'S AUTO PARTS	I-201609138800	101-4-615-4250	PARTS, SUPPLIES		80.27
01-13379	CITY OF WHITE	I-201609138702	101-4-615-4260	WATER & PERMIT		10.95
01-19931	OLSON, STEVE	I-201609138769	101-4-615-4270	MILEAGE WEEK & PEST MTG 9/6		16.80
01-20308	BAUER, TIM	I-201609138665	101-4-615-4270	WEED BRD MTG MILEAGE 5/10		9.24
01-21197	MOSER, MISTY	I-201609138756	101-4-615-4270	MILEASE, WEED & PEST TOUR 9/6		32.76
DEPARTMENT 615 WEED CONTROL					TOTAL:	3,794.50

VENDOR SET: 01 Brookings County  
PACKET: 01595 Claims Pd 9.20.16  
FUND : 101 GENERAL FUND  
DEPARTMENT: 711 PLANNING & ZONING

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138652	101-4-711-4250	COPIER MAINTENANCE CONTRACT		41.58
01-10012	A&B BUSINESS INC	I-201609138656	101-4-711-4250	COPIER MAINTENANCE CONTRACT		14.77
01-10371	BROOKINGS REGISTER	I-201609138686	101-4-711-4230	LEGAL NOTICES		30.50
01-20008	BUFFALO RIDGE NEWSPAPER	I-201609138689	101-4-711-4230	PUBLIC NOTICES		47.30
01-21502	STEVEN UST	I-201609138807	101-4-711-4221	BUILDING INSPECTIONS		200.00
01-21502	STEVEN UST	I-201609138808	101-4-711-4221	BUILDING INSPECTIONS		500.00
01-21502	STEVEN UST	I-201609138809	101-4-711-4221	BUILDING INSPECTIONS		600.00
01-22073	RFD NEWSPAPERS INC	I-201609138778	101-4-711-4230	LEGAL NOTICES		58.07
DEPARTMENT 711 PLANNING & ZONING TOTAL:						1,492.22

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

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-201609138712	101-4-712-4290	4TH QTR DUES		10,107.82
DEPARTMENT 712 1ST DISTRICT						TOTAL: 10,107.82
FUND 101 GENERAL FUND						TOTAL: 134,570.45

VENDOR SET: 01 Brookings County  
 PACKET: 01595 Claims Pd 9.20.16  
 FUND : 201 ROAD & BRIDGE FUND  
 DEPARTMENT: 311 HIGHWAY ADMINISTRATION

ITEMS PRINTED: PAID, UNPAID  
 BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-201609138654	201-4-311-4250	COPIER MAINTENANCE CONTRACT		54.47
01-10159	AUTO BODY SPECIALISTS	I-201609138661	201-4-311-4260	UNDERCOAT-WEED 0294, 0584		36.00
01-10204	BANNER ASSOCIATES	I-201609138664	201-4-311-4220	ENGINEERING SERVICES 240-092		4,117.70
01-10303	BOYER TRUCKS	I-201609138669	201-4-311-4260	REPAIR 0598, BEARING 0260		141.47
01-10303	BOYER TRUCKS	I-201609138669	201-4-311-4250	REPAIR 0598, BEARING 0260		7,332.47
01-10307	BOWES CONSTRUCTION	I-201609138668	201-4-311-4260	ASPHALT PICK UP, GRAVEL		34,705.75
01-10354	BROOKINGS CITY UTILITIE	I-201609138677	201-4-311-4280	UTILITIES		791.37
01-10457	BUTLER MACHINERY CO	I-201609138690	201-4-311-4260	PARTS, SUPPLIES		5,785.77
01-10508	CARQUEST AUTO	I-201609138692	201-4-311-4260	PARTS, SUPPLIES		197.39
01-10536	CENTRAL BUSINESS SUPPLY	I-201609138695	201-4-311-4260	DIVIDERS, POCKETS, CLIPBOARDS		13.89
01-10670	COOK'S WASTEPAPER & REC	I-201609138705	201-4-311-4250	SEPT SERVICE		136.58
01-10740	DAKOTA FLUID POWER INC	I-201609138709	201-4-311-4260	SEAL KIT 2804		62.08
01-10799	SD DEPT OF TRANSPORTATI	I-201609138797	201-4-311-4220	BRIDGE INSPECTIONS 2016		1,150.48
01-10985	L. G. EVERIST, INC	I-201609138739	201-4-311-4260	RED ROCK & RIP RAP 124-110U		2,899.59
01-11073	FLINT HILLS RESOURCES,	I-201609138721	201-4-311-4391	ASPHALT		180,000.00
01-11073	FLINT HILLS RESOURCES,	I-201609138721	201-4-311-4260	ASPHALT		194,342.13
01-11125	G&K SERVICES	I-201609138724	201-4-311-4250	LAUNDRY SERVICES		425.79
01-11127	GP AUTO	I-201609138726	201-4-311-4260	FLOOR LINER 0385		106.13
01-11193	GRAHAM TIRE NORTH	I-201609138727	201-4-311-4260	TIRES 0581		1,109.94
01-11215	NORTH CENTRAL INTERNATI	I-201609138761	201-4-311-4260	DIP STICK, WEED 0284		58.14
01-11657	KIRKVOLD OIL COMPANY	I-201609138738	201-4-311-4250	TRACTOR REPAIR 0613		1,496.00
01-11719	L&L AUTO & TRUCK PARTS	I-201609138741	201-4-311-4260	SUPPLIES & PARTS		798.07
01-11815	LOCATORS & SUPPLIES	I-201609138744	201-4-311-4260	ORANGE NITRILE GLOVES		23.48
01-11827	LOWE'S	I-201609138745	201-4-311-4260	WOOD		6.60
01-11909	MARTIN'S INC	I-201609138748	201-4-311-4260	HOSE, DIESEL		39.50
01-11909	MARTIN'S INC	I-201609138748	201-4-311-4265	HOSE, DIESEL		13,831.00
01-12236	NORTHWESTERN ENERGY	I-201609138764	201-4-311-4280	HWY & TRUCK SHOP UTILITIES		20.00
01-12666	RUNNING'S SUPPLY INC	I-201609138791	201-4-311-4260	SUPPLIES		170.75
01-12882	SHEEHAN MACK SALES	I-201609138798	201-4-311-4260	V RIBB, PACKING RING, GASKET		206.13
01-12898	SINAI CITY	I-201609138799	201-4-311-4280	UTILITIES		64.00
01-13089	STURDEVANT'S AUTO PARTS	I-201609138801	201-4-311-4260	SHOP SUPPLIES, PARTS		42.37
01-13375	WHEELCO TRUCK & TRAILER	I-201609138815	201-4-311-4260	FILTERS, SHOP LUBRICANT		393.99
01-19367	SCHUNEMAN EQUIPMENT CO	I-201609138793	201-4-311-4260	PARTS, SUPPLIES		1,194.44
01-20016	HOMETOWN SERVICE & TIRE	I-201609138733	201-4-311-4250	BALANCE TIRES, SHERIFF A12		40.00
01-20241	MATHESON TRI-GAS INC	I-201609138749	201-4-311-4260	OXYGEN WELDING SUPPLIES		31.30
01-20405	AIRGAS USA LLC	I-201609138659	201-4-311-4260	SAFETY GLASSES		26.40
01-20711	I STATE TRUCK CENTER	I-201609138734	201-4-311-4260	PNEUMATIC ABS, REFLECTOR		188.54
01-22137	CERTIFIED LABORATORIES	I-201609138700	201-4-311-4260	SOAP		132.77
01-22138	FORTERRA PIPE AND PRECA	I-201609138723	201-4-311-4260	BOX CULVERT 124-110U		1,258.00

DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: 453,430.48

FUND 201 ROAD & BRIDGE FUND TOTAL: 453,430.48

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

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-201609138794		768-2-2090000	24/7 PARTICIPATION FEE 8/1-31		248.00
01-21563	SD ATTORNEY GENERAL'S O I-201609138795		768-2-2091000	24/7, SCRAM FEES 8/1-31		5,375.00
					DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:	5,623.00
						-----
					FUND 768 STATEWIDE 24/7 SOBRIET TOTAL:	5,623.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01595 Claims Pd 9.20.16

FUND : 775 ROD Relief Flow-Thru Fund

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-12747	SDACO	I-201609138796	775-2-2090000	ROD RELIEF FUND AUG 2016		1,034.00
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						1,034.00
FUND 775 ROD Relief Flow-Thru F TOTAL:						1,034.00
REPORT GRA TOTAL:						594,657.93

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2016	101-4-111-4230	PUBLISHING	898.65	41,000	17,993.47				
	101-4-111-4250	REPAIR & MAINT.	221.54	4,000	1,603.38				
	101-4-120-4260	ELECTION SUPPLIES	13.25	8,000	3,516.14				
	101-4-130-4221	ABUSE & NEG.CHILD DEFENSE	2,932.80	30,000	22,187.20				
	101-4-130-4222	ADULT DEFENSE	25,862.34	300,000	12,658.65	-	Y		
	101-4-130-4224	TRANSCRIPTS (LIENABLE)	205.20	5,000	4,048.60				
	101-4-130-4226	TRANSCRIPTS (NON)	121.60	7,000	2,783.20				
	101-4-130-4230	BLOOD TESTS	4,964.00	53,000	3,273.00				
	101-4-130-4280	JURY & WITNESS	393.68	15,000	7,396.49				
	101-4-130-4290	COURT CASE EXPENSE	50.00	30,000	7,410.15				
	101-4-143-4250	REPAIR & MAINT.	111.91	3,500	1,852.62				
	101-4-143-4260	SUPPLIES & MATERIALS	76.27	16,000	6,617.98				
	101-4-143-4270	TRAVEL & CONFERENCE	238.62	4,000	1,207.54				
	101-4-151-4260	SUPPLIES & MATERIALS	129.00	20,000	9,172.63				
	101-4-161-4243	ADMIN BUILDING OPERATION E	9.18	169,000	62,909.59				
	101-4-161-4250	REPAIRS AND MAINTENANCE	1,834.46	71,500	8,570.26				
	101-4-161-4260	SUPPLIES & MATERIALS	18.18	10,750	6,994.30				
	101-4-161-4267	Postage	153.74	35,903	15,919.98				
	101-4-161-4280	UTILITIES/COURTHOUSE	4,118.00	45,760	14,596.31				
	101-4-161-4282	UTILITIES/1921 BLDG.	50.00	700	234.94				
	101-4-161-4283	UTILITIES/COMM. HEALTH	213.00	3,000	1,205.12				
	101-4-162-4260	SUPPLIES & N MATERIALS	98.85	6,800	1,966.12				
	101-4-163-4250	REPAIRS AND MAINTENANCE	54.84	2,000	1,511.42				
	101-4-163-4260	SUPPLIES & MATERIALS	13.92	3,000	223.05				
	101-4-163-4270	TRAVEL & CONFERENCE	94.95	1,200	336.59				
	101-4-167-4221	DATA PROCESSING/SOFTWARE	10,935.00	190,450	54,041.55				
	101-4-167-4250	REPAIRS AND MAINTENANCE	53.86	700	185.23				
	101-4-167-4260	SUPPLIES	340.85	16,900	4,933.65				
	101-4-168-4220	PROFESSIONAL SERVICES	261.25	20,300	4,091.50				
	101-4-168-4250	REPAIRS AND MAINTENANCE	44.31	800	367.06				
	101-4-211-4221	ANIMAL CONTROL	27.30	5,000	1,014.00				
	101-4-211-4230	PUBLISHING	30.00	1,000	55.35	-	Y		
	101-4-211-4250	REPAIRS AND MAINTENANCE	333.98	28,000	15,003.62				
	101-4-211-4260	SUPPLIES & MATERIALS	1,417.10	14,500	5,498.01				
	101-4-211-4261	OFFICE SUPPLIES	435.93	4,500	2,396.99				
	101-4-211-4270	TRAVEL & CONFERENCE	120.00	2,000	802.00				
	101-4-211-4280	UTILITIES	723.31	20,000	7,136.40				
	101-4-212-4250	REPAIRS AND MAINTENANCE	1,465.28	27,000	2,715.16	-	Y		
	101-4-212-4260	SUPPLIES & MATERIALS	2,752.76	46,000	17,326.28				
	101-4-212-4261	MEDICAL (PRISONERS)	116.71	2,500	968.91				
	101-4-212-4262	MEDICINE/RX	4,210.23	18,000	831.54				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	1,709.20	20,000	5,300.13				
	101-4-212-4265	FUEL/GASOLINE	61.22	7,500	3,205.45				
	101-4-212-4270	TRAVEL & CONFERENCE	174.48	1,000	215.40	-	Y		

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-4-212-4280	UTILITIES	2,892.44	38,000	11,137.46				
	101-4-212-4281	INMATE/TELEPHONE	2,000.00	15,000	2,800.00				
	101-4-212-4350	FURNITURE & MINOR EQUIP.	12,250.00	15,700	6.52				
	101-4-213-4220	PROFESSIONAL SERV. & FEES	105.00	30,000	18,524.51				
	101-4-214-4291	JDC-MINNEHAHA COUNTY	5,600.00	40,000	80,353.00-	Y			
	101-4-223-4250	REPAIRS AND MAINTENANCE	13.86	200	81.56				
	101-4-411-4241	IN-PATIENT	10,744.79	80,000	66,294.81				
	101-4-411-4242	OUT-PATIENT	5,052.01	10,000	3,275.89-	Y			
	101-4-411-4251	RENT	650.00	18,000	3,629.50-	Y			
	101-4-411-4252	UTILITIES	1,052.70	8,000	1,940.47				
	101-4-411-4270	OFFICE	14.77	500	355.68				
	101-4-433-4290	COMMUNITY WORKER	3,034.25	12,137	3,034.25				
	101-4-441-4220	PROFESSIONAL SERV. & FEES	3,125.51	48,000	230.16				
	101-4-441-4270	TRAVEL	150.00	1,000	375.00				
	101-4-611-4250	REPAIRS AND MAINTENANCE	110.74	5,000	2,887.21				
	101-4-611-4260	SUPPLIES & MATERIALS	367.01	9,000	4,866.36				
	101-4-611-4261	POSTAGE REIMBURSEMENT FROM	8.30	1,500	801.52				
	101-4-611-4270	TRAVEL & CONFERENCE	995.16	5,000	1,925.13				
	101-4-611-4280	UTILITIES	1,317.68	17,000	6,517.38				
	101-4-611-4292	4-H EVENTS & LIT.	23.94	8,000	5,279.29				
	101-4-611-4293	MULTIPLEX UPKEEP	1,577.00	20,000	5,807.00				
	101-4-615-4250	REPAIRS AND MAINTENANCE	320.71	20,000	5,367.12				
	101-4-615-4260	SUPPLIES & MATERIALS	2,922.05	65,000	29,054.50				
	101-4-615-4270	TRAVEL & CONFERENCE	58.80	2,500	1,014.14				
	101-4-615-4280	TELEPHONE	182.19	4,000	1,066.91				
	101-4-615-4360	MACHINERY AND TRUCKS	310.75	30,000	1,904.75				
	101-4-711-4221	INSPECTION FEES	1,300.00	25,000	11,800.00				
	101-4-711-4230	PUBLISHING	135.87	2,500	966.45				
	101-4-711-4250	REPAIRS & MAINTENANCE	56.35	500	471.07-	Y			
	101-4-712-4290	OTHERS	10,107.82	40,431	0.00				
	201-4-311-4220	PROFESSIONAL SERVICES	5,268.18	150,000	24,525.34-	Y			
	201-4-311-4250	REPAIRS & MAINT.	9,485.31	2,100,000	696,601.55				
	201-4-311-4260	SUPPLIES & MATERIALS	243,970.62	1,250,000	485,427.40				
	201-4-311-4265	FUEL/GASOLINE	13,831.00	235,000	167,709.60				
	201-4-311-4280	UTILITIES	875.37	24,000	7,127.71				
	201-4-311-4391	WHEEL TAX/CONTRACT MAINT.	180,000.00	180,000	0.00				
	768-2-2090000	AM'T HELD FOR STATEWIDE 2	248.00						
	768-2-2091000	AM'T HELD FOR 24/7 SCRAM F	5,375.00						
	775-2-2090000	Amt Held for ROD Relief Fu	1,034.00						
		** 2016 YEAR TOTALS	594,657.93						

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\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	1,120.19
101-120	ELECTIONS	13.25
101-130	JUDICIAL SYSTEM	34,529.62
101-143	FINANCE OFFICE	426.80
101-151	STATES ATTORNEY	129.00
101-161	COUNTY BUILDING	6,396.56
101-162	DIRECTOR OF EQUALIZATION	98.85
101-163	REGISTER OF DEEDS	163.71
101-167	TECHNOLOGY	11,329.71
101-168	HUMAN RESOURCES	305.56
101-211	SHERIFF'S OFFICE	3,087.62
101-212	COUNTY JAIL	27,632.32
101-213	CORONER	105.00
101-214	JUVENILE DETENTION	5,600.00
101-223	DRAINAGE COMMISSION	13.86
101-411	WELFARE	17,514.27
101-433	ICAP	3,034.25
101-441	BEHAVIORAL HEALTH	3,275.51
101-611	COUNTY EXTENSION	4,399.83
101-615	WEED CONTROL	3,794.50
101-711	PLANNING & ZONING	1,492.22
101-712	1ST DISTRICT	10,107.82
-----		
101 TOTAL	GENERAL FUND	134,570.45
201-311	HIGHWAY ADMINISTRATION	453,430.48
-----		
201 TOTAL	ROAD & BRIDGE FUND	453,430.48
768	NON-DEPARTMENTAL	5,623.00
-----		
768 TOTAL	STATEWIDE 24/7 SOBRIETY	5,623.00
775	NON-DEPARTMENTAL	1,034.00
-----		
775 TOTAL	ROD Relief Flow-Thru Fund	1,034.00
-----		
	** TOTAL **	594,657.93

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01594 Sept Dept of Revenue 9.09

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-201609088650	101-4-130-4230	STATE LAB BLOOD TESTS		1,625.00
DEPARTMENT 130 JUDICIAL SYSTEM					TOTAL:	1,625.00

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01594 Sept Dept of Revenue 9.09

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-201609088650	101-4-441-4220	MENTAL ILLNESS CHARGES		4,294.89
					DEPARTMENT 441 BEHAVIORAL HEALTH	TOTAL: 4,294.89
					FUND 101 GENERAL FUND	TOTAL: 5,919.89

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01594 Sept Dept of Revenue 9.09

FUND : 742 MOTOR VEHICLE

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-201609088650	742-2-2090000	MONTHLY MV		520,974.17
					DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL: 520,974.17
					FUND 742 MOTOR VEHICLE	TOTAL: 520,974.17

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 01594 Sept Dept of Revenue 9.09

FUND : 763 REGISTER OF DEEDS

DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-201609088650	763-2-2090000	BIRTH & DEATH FEES		2,080.00
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						2,080.00
FUND 763 REGISTER OF DEEDS TOTAL:						2,080.00
REPORT GRA TOTAL:						528,974.06

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2016	101-4-130-4230	BLOOD TESTS	1,625.00	53,000	8,237.00		
	101-4-441-4220	PROFESSIONAL SERV. & FEES	4,294.89	48,000	3,355.67		
	742-2-2090000	AMOUNT HELD FOR MOTOR VEHI	520,974.17				
	763-2-2090000	AMOUNT HELD FOR REGISTER	2,080.00				
		** 2016 YEAR TOTALS	528,974.06				

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-130	JUDICIAL SYSTEM	1,625.00
101-441	BEHAVIORAL HEALTH	4,294.89
-----		
101 TOTAL	GENERAL FUND	5,919.89
742	NON-DEPARTMENTAL	520,974.17
-----		
742 TOTAL	MOTOR VEHICLE	520,974.17
763	NON-DEPARTMENTAL	2,080.00
-----		
763 TOTAL	REGISTER OF DEEDS	2,080.00
-----		
	** TOTAL **	528,974.06

NO ERRORS

\*\* END OF REPORT \*\*

## COUNTY DEVELOPMENT DEPARTMENT STAFF REPORT

**TO:** The Members of the County Commission

**DATE:** September 12, 2016

**SUBJECT:** Departmental notes for the September 20, 2016 Brookings County Commission Meeting.

**PREPARED BY:** Robert W. Hill, County Development Director

September 8, 2016: Attended a PPCC Meeting.

September 12 to 15, 2016: South Dakota Emergency Management Association (SDEMA) conference in Aberdeen, SD, Director and Deputy Director attended.

September 12, 2016: Attended the Region VI meeting held in Aberdeen.

September 13, 2016: Attended the State Emergency Response Commission (SERC) meeting held in Aberdeen.

Several travel requests have been submitted. Two are late submissions.

The Zoning Ordinance is progressing to the stage that a decision needs to be made on how to proceed in getting it adopted. There are two distinct ways of adopting the ordinance. One is to do it in sections and the other is to adopt a single document.

Upcoming events:

September 20-25 Director will be on annual vacation.

September 27, 2016: Full scale exercise EOC/Pipeline.

October 26/27, 2016: South Dakota Planners Association conference in Sioux Falls, SD.



*Brookings County Finance Office*

Vicki Buseth, Finance Officer

520 3<sup>rd</sup> Street Suite 100 ♦ Brookings, SD 57006

Phone: (605) 696-8250

vbuseth@brookingscountysd.gov

September 14, 2016

TO: Brookings County Commission  
FROM: Vicki Buseth, Finance Officer  
RE: Finance Officers Report August 2016

Table of Contents:

- Auditors Account with the Treasurer (Be it Noted Item)
- Payroll and Additive Totals (Be it Noted Item)
- Highway Expenditure Report (Be it Noted Item)
- Register of Deeds Statement of Fees Collected (Be it Noted Item)
- Cash Balances Report
- Fund Balances Report
- General Fund Surplus Analysis
- Motor Vehicle Collections and Breakdowns
- Tax Collections and Breakdowns
- Revenue vs Expense Report
- Aged Accounts Receivable Report

Thank you,

A handwritten signature in cursive script that reads "Vicki Buseth".

Vicki Buseth

Brookings County Finance Officer

# Auditor's Account with the Treasurer

August 31, 2016

## Auditor's Statement

General Fund	\$	7,556,321.76
Road & Bridge	\$	4,891,383.16
County Building	\$	3,407,115.81
Debt Service/TIF	\$	315,558.80
Total Major Funds	\$	16,170,379.53
Non-Major County Funds	\$	388,896.89
Agency Funds	\$	1,050,901.90
Outstanding Credit Cards		
Reconciling Items:		
Reconciling Items:	\$	-
<b>GRAND TOTAL</b>	<b>\$</b>	<b>17,610,178.32</b>

## Treasurer's Statement

Total Amount of Deposits in Banks	\$	17,537,540.83
Checking Account Balance		
1st Bank & Trust, Brookings (AP/PR)	\$	57,604.60
1st Bank & Trust, Brookings (daily)	\$	27,862.24
Money Market Accounts		
1st Bank & Trust, Brookings (Daily)	\$	3,446,267.92
Other Money Markets	\$	4,651,866.74
Fiscal Agent/TIF/Verasun	\$	-
HVAC	\$	-
Investment Money Market	\$	6,349,939.33
CD's - Certificates of Deposit	\$	3,004,000.00
Currency	\$	10,683.00
Coins	\$	2.32
Checks Not Exceeding 3 days	\$	53,898.83
Change Funds	\$	3,255.00
<b>Subtotal (total in Red Book)</b>	<b>\$</b>	<b>17,605,379.98</b>
Reconciling Items - Outstanding Deposit		
Reconciling Item - Outstanding Voided Checks	\$	(38.50)
Reconciling Item		
Reconciling Items-interest	\$	4,882.68
Reconciling Item-charges	\$	(45.84)
<b>GRAND TOTAL</b>	<b>\$</b>	<b>17,610,178.32</b>

AUGUST 2016 ADDITIVES	
AFLAC	\$2,802.76
AVESIS	\$1,257.93
OFFICE OF CHILD SUPPORT	\$200.00
DELTA DENTAL	\$4,731.54
FLEX ONE	\$2,023.58
DEARBORN LIFE INSURANCE	\$1,244.10
GARNISHMENTS	\$0.00
LOCAL TEAMSTERS	\$1,210.00
SDRS	\$41,504.69
SDRS SUPPLEMENTAL	\$1,638.00
EFTPS	\$84,502.36
WELLMARK	\$88,750.71
SDRS SPECIAL PAY PLAN FEE	\$0.00
SDRS SPECIAL PAY PLAN	\$0.00
AFLAC GROUP/CAIC PRIMARY	\$522.88
<b>TOTAL:</b>	<b>\$230,388.55</b>

AUGUST 2016 PAYROLL	
COMMISSION/HR	\$15,715.99
TECHNOLOGY	\$5,587.60
ELECTIONS	\$0.00
FINANCE OFFICE	\$18,966.53
STATES ATTORNEY	\$25,341.83
EQUALIZATION	\$16,821.62
REGISTER OF DEEDS	\$7,750.64
VETERANS/WELFARE	\$5,928.39
SHERIFF'S OFFICE	\$79,994.38
CORONER	\$355.20
COMMUNITY HEALTH EXTENSION	\$3,198.61
WEED	\$2,295.72
PLANNING/ZONING	\$7,430.15
HIGHWAY	\$5,706.10
EMERGENCY MANAGEMENT	\$46,214.59
WIC	\$3,480.44
<b>TOTAL:</b>	<b>\$244,787.79</b>

Be it noted, the expenditure adjustments for the month of August 2016 were presented to the board.

\$8,712.49 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Highway Department (201)  
Expenditure Corrections 2016

AUGUST 2016

Weed	426.5/fuel	426/supply	411/salaries	425/equip	Totals
Weed			\$ 36.96		\$ 36.96
257	\$ 68.10	\$ 29.90	\$ 61.84		\$ 159.84
258	\$ 261.66				\$ 261.66
260	\$ 19.17	\$ 235.01	\$ 491.35		\$ 745.53
265					\$ -
284	\$ 304.61	\$ 58.14			\$ 362.75
288					\$ -
289	\$ 64.44				\$ 64.44
290	\$ 198.71				\$ 198.71
291			\$ 131.15		\$ 131.15
292		\$ 311.98			\$ 311.98
293	\$ 80.63		\$ 15.47		\$ 96.10
294	\$ 163.33	\$ 24.00			\$ 187.33
<b>TOTAL</b>	<b>\$ 1,160.65</b>	<b>\$ 659.03</b>	<b>\$ 736.77</b>	<b>\$ -</b>	<b>\$ 2,556.45</b>

Sheriff	426.5/fuel	426supply	411/salaries	425/equip	Totals
A1	\$ 94.80				\$ 94.80
A2	\$ 70.87				\$ 70.87
A3	\$ 257.47	\$ 17.28	\$ 30.92		\$ 305.67
A4	\$ 139.34				\$ 139.34
A6	\$ 121.97	\$ 112.66	\$ 61.84		\$ 296.47
A8					\$ -
A9	\$ 35.16				\$ 35.16
A11	\$ 101.75				\$ 101.75
A12	\$ 394.39	\$ 567.73	\$ 85.74		\$ 1,047.86
A14	\$ 60.86				\$ 60.86
A25	\$ 217.33		\$ 30.92		\$ 248.25
A26	\$ 255.92	\$ 39.40	\$ 26.23		\$ 321.55
A27	\$ 244.79				\$ 244.79
A28	\$ 600.40				\$ 600.40
A29	\$ 261.85	\$ 132.05	\$ 92.76		\$ 486.66
A30					\$ -
A31	\$ 170.94				\$ 170.94
AD		\$ 13.47	\$ 30.92		\$ 44.39
AE			\$ 15.47		\$ 15.47
AF	\$ 175.80				\$ 175.80
AG	\$ 196.50				\$ 196.50
RSVP	\$ 275.00	\$ 14.01	\$ 46.39		\$ 335.40
JAIL DOOR sign	\$ 321.71			\$ 49.14	\$ 370.85
<b>TOTAL</b>	<b>\$ 3,996.85</b>	<b>\$ 896.60</b>	<b>\$ 421.19</b>	<b>\$ 49.14</b>	<b>\$ 5,363.78</b>

Zoning	426.5/fuel	426/supply	411/salaries	425/equip	Totals
Vehicle #0187	\$ 47.56				\$ 47.56
<b>TOTAL</b>	<b>\$ 47.56</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47.56</b>

Emergency Mana	426.5/fuel	426/supply	411/salaries	425/equip	Totals
Vehicle #0186	\$ 74.37	\$ 42.97			\$ 117.34
<b>TOTAL</b>	<b>\$ 74.37</b>	<b>\$ 42.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117.34</b>

Highway Department (201)  
Expenditure Corrections 2016

AUGUST 2016

Commission	426.5/fuel	426/supply	411/salaries	425/equip	Totals
#17 commission van	\$ 95.65				\$ 95.65
#84 janitor pick up	\$ -				\$ -
Court House	426.5/fuel	426/supply	411/salaries	425/equip	Totals
AD/Court house bld/yd	\$ -				\$ -
<b>TOTAL</b>	<b>\$ 95.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95.65</b>

Equalization	426.5/fuel	426/supply	411/salaries	425/equip	Totals
0116	\$ 92.79	\$ 19.32	\$ 30.92		\$ 143.03
0122	\$ 65.89				\$ 65.89
0123					\$ -
0124	\$ 123.65	\$ 17.52	\$ 46.39		\$ 187.56
0125	\$ 135.23				\$ 135.23
<b>TOTAL</b>	<b>\$ 417.56</b>	<b>\$ 36.84</b>	<b>\$ 77.31</b>	<b>\$ -</b>	<b>\$ 531.71</b>

	426.5/fuel	426/supply	411/salaries	425/equip	TOTALS
<b>TOTAL</b>	<b>\$ 5,792.64</b>	<b>\$ 1,635.44</b>	<b>\$ 1,235.27</b>	<b>\$ 49.14</b>	<b>\$ 8,712.49</b>

Be it noted, the Register of Deeds Statement of Fees collected for the month of August 2016 in the amount of \$37,844.00 was presented to the board.

Register of Deeds' Statement of Fees Collected during the month of August, 2016

Brookings County, State of South Dakota

The sum of \$37,844.00 in Fees has been collected by me as Register of Deeds during the Month as shown per Register of Deeds' Official Fee Book, Volumn. 36 on pages 1 & 16

STATE OF SOUTH DAKOTA,

FB\_262644 - FB\_263192

County of Brookings

Beverly Chapman being duly sworn, deposes and says that she is Register of Deeds in and for Brookings County, State of South Dakota: that the foregoing statement is a true and correct report of all fees collected by her as such Register of Deeds, as required by law, during the month of August, 2016.

*Beverly Chapman*

Register of Deeds

STATE OF SOUTH DAKOTA,

County of Brookings

Beverly Chapman, being first duly sworn on oath, deposes and says: That she is the duly elected, qualified and acting Register of Deeds in and for Brookings County, South Dakota. That since the date of her last report or the beginning of her term of office she has charged or received as such officer, fees in the sum of \$37,844.00

Dated this 6 day of September, 2016.

*Beverly Chapman*

Register of Deeds

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Title of Officer

NO. \_\_\_\_\_

*Register of Deeds'*  
*Statement of Fees*  
*Collected during the*  
*Month of* \_\_\_\_\_

*Filed* \_\_\_\_\_

\_\_\_\_\_  
*County Finance Officer*

*By* \_\_\_\_\_

*Deputy*

*Amount of Fees, \$* \_\_\_\_\_

	A	B	C	D	E	F
1		BROOKINGS COUNTY REGISTER OF DEEDS MONTHLY REPORT				
2			AUGUST	2016		
3						
4		TRANSFER FEE		\$15,975.00		
5						
6		GENERAL FEES	\$16,050.00			
7		GENERAL FEES				
8		FINANCING STATEMENT	\$140.00			
9		LOCATION NOTICE	\$0.00			
10		TOTAL		\$16,190.00		
11						
12						
13		MARRIAGE LICENSE				
14		35 X \$40.00		\$1,400.00		
15						
16						
17		VITAL RECORDS				
18		CERTIFIED COPIES				
19						
20		BIRTH 139 X \$15=	\$2,085.00			
21		DEATH 69 X \$15=	\$1,035.00			
22		MARRIAGE 44 X \$15=	\$660.00			
23		TOTAL		\$3,780.00		
24						
25						
26		XEROX COPIES & DISC		\$499.00		
27						
28						
29						
30		GRAND TOTAL		\$37,844.00		

BROOKINGS COUNTY  
 CASH BALANCES REPORT  
 AS OF: AUGUST 31ST, 2016

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>101-GENERAL FUND</u>					
	101-1-1010001	CLAIM ON CASH	8,239,702.79	( 684,136.03)	7,555,566.76
	101-1-1020000	CASH CHANGE/ROD	45.00	0.00	45.00
	101-1-1021000	CASH CHANGE/24-7 SOBRIETY	50.00	0.00	50.00
	101-1-1022000	CASH CHANGE/SHERIFF COMMISSARY	200.00	0.00	200.00
	101-1-1023000	cashchange/sheriff front offic	60.00	0.00	60.00
	101-1-1030000	PETTY CASH/ZONING	100.00	0.00	100.00
	101-1-1031000	PETTY CASH/SHERIFF	100.00	0.00	100.00
	101-1-1032000	Petty Cash/States Attorney	200.00	0.00	200.00
	101-1-1070000	RESTRICTED CASH	0.00	0.00	0.00
		TOTAL 101-GENERAL FUND	8,240,457.79	( 684,136.03)	7,556,321.76
<u>201-ROAD &amp; BRIDGE FUND</u>					
	201-1-1010001	CLAIM ON CASH	5,668,656.58	( 777,273.42)	4,891,383.16
	201-1-1070000	RESTRICTED CASH/ROAD & BRIDGE	0.00	0.00	0.00
		TOTAL 201-ROAD & BRIDGE FUND	5,668,656.58	( 777,273.42)	4,891,383.16
<u>202-SNOW REMOVAL</u>					
	202-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 202-SNOW REMOVAL	0.00	0.00	0.00
<u>203-HIGHWAY &amp; BRIDGE RESERVE</u>					
	203-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 203-HIGHWAY & BRIDGE RESERVE	0.00	0.00	0.00
<u>205-WHEEL TAX</u>					
	205-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 205-WHEEL TAX	0.00	0.00	0.00
<u>207-E-911 FUND</u>					
	207-1-1010001	CLAIM ON CASH	31,034.51	25,639.51	56,674.02
	207-1-1070000	RESTRICTED CASH IN BANKS	0.00	0.00	0.00
		TOTAL 207-E-911 FUND	31,034.51	25,639.51	56,674.02
<u>226-EMERGENCY MANAGEMENT</u>					
	226-1-1010001	CLAIM ON CASH	( 3,051.09)	23,874.09	20,823.00
	226-1-1070000	RESTRICTED CASH	0.00	0.00	0.00
		TOTAL 226-EMERGENCY MANAGEMENT	( 3,051.09)	23,874.09	20,823.00
<u>229-DOMESTIC ABUSE FUND</u>					
	229-1-1010001	CLAIM ON CASH	4,801.00	1,240.00	6,041.00
		TOTAL 229-DOMESTIC ABUSE FUND	4,801.00	1,240.00	6,041.00
<u>231-WIC FUND</u>					
	231-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 231-WIC FUND	0.00	0.00	0.00

BROOKINGS COUNTY  
 CASH BALANCES REPORT  
 AS OF: AUGUST 31ST, 2016

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>237-CONTRACT LAW ENFORCE</u>					
	237-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 237-CONTRACT LAW ENFORCE		0.00	0.00	0.00
<u>248-24/7 PROGRAM</u>					
	248-1-1010001	CLAIM ON CASH	238,136.28	8,572.87	246,709.15
	248-1-1020000	CASH CHANGE	0.00	0.00	0.00
	TOTAL 248-24/7 PROGRAM		238,136.28	8,572.87	246,709.15
<u>250-ROD RELIEF FUND</u>					
	250-1-1010001	CLAIM ON CASH	52,713.76	5,935.96	58,649.72
	TOTAL 250-ROD RELIEF FUND		52,713.76	5,935.96	58,649.72
<u>301-COUNTY BUILDING FUND</u>					
	301-1-1010001	CLAIM ON CASH	3,405,094.16	2,021.65	3,407,115.81
	301-1-1060000	CASH WITH FISCAL AGENT	0.00	0.00	0.00
	301-1-1070000	RESTRICTED CASH	0.00	0.00	0.00
	TOTAL 301-COUNTY BUILDING FUND		3,405,094.16	2,021.65	3,407,115.81
<u>302-ADM BLDG PROJECT FUND</u>					
	302-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 302-ADM BLDG PROJECT FUND		0.00	0.00	0.00
<u>303-TIF CAPITAL PROJECT FUND</u>					
	303-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 303-TIF CAPITAL PROJECT FUND		0.00	0.00	0.00
<u>304-CH BUILDING REMODEL</u>					
	304-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	304-1-1060000	Cash with Fiscal Agent	0.00	0.00	0.00
	TOTAL 304-CH BUILDING REMODEL		0.00	0.00	0.00
<u>401-TIF #1 (Aurora) DEBT SRVC</u>					
	401-1-1010001	CLAIM ON CASH	315,558.80	0.00	315,558.80
	401-1-1060000	CASH WITH FISCAL AGENT/VERASUN	0.00	0.00	0.00
	TOTAL 401-TIF #1 (Aurora) DEBT SRVC		315,558.80	0.00	315,558.80
<u>701-BROOKINGS SCHOOL (5-1)</u>					
	701-1-1010001	CLAIM ON CASH	43,614.96	22,485.14	66,100.10
	TOTAL 701-BROOKINGS SCHOOL (5-1)		43,614.96	22,485.14	66,100.10
<u>702-SIOUX VALLEY SCHOOL 5-5</u>					
	702-1-1010001	CLAIM ON CASH	7,260.30	( 1,421.73)	5,838.57
	TOTAL 702-SIOUX VALLEY SCHOOL 5-5		7,260.30	( 1,421.73)	5,838.57

BROOKINGS COUNTY  
 CASH BALANCES REPORT  
 AS OF: AUGUST 31ST, 2016

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>703-DEUBROOK (5-2)</u>					
	703-1-1010001	CLAIM ON CASH	<u>3,493.72</u>	<u>2,300.11</u>	<u>5,793.83</u>
	TOTAL 703-DEUBROOK (5-2)		3,493.72	2,300.11	5,793.83
<u>704-LAW LIBRARY - NOT USED</u>					
	704-1-1010001	CLAIM ON CASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL 704-LAW LIBRARY - NOT USED		0.00	0.00	0.00
<u>705-ELKTON (5-3)</u>					
	705-1-1010001	CLAIM ON CASH	<u>5,435.85</u>	<u>( 1,587.06)</u>	<u>3,848.79</u>
	TOTAL 705-ELKTON (5-3)		5,435.85	( 1,587.06)	3,848.79
<u>706-LAKE HENDRICKS (5-4)</u>					
	706-1-1010001	CLAIM ON CASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL 706-LAKE HENDRICKS (5-4)		0.00	0.00	0.00
<u>707-ASTORIA (19-1)</u>					
	707-1-1010001	CLAIM ON CASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL 707-ASTORIA (19-1)		0.00	0.00	0.00
<u>708-ESTELLINE (28-2)</u>					
	708-1-1010001	CLAIM ON CASH	<u>1,906.76</u>	<u>( 403.08)</u>	<u>1,503.68</u>
	TOTAL 708-ESTELLINE (28-2)		1,906.76	( 403.08)	1,503.68
<u>709-ARLINGTON (38-1)</u>					
	709-1-1010001	CLAIM ON CASH	<u>934.10</u>	<u>1,698.54</u>	<u>2,632.64</u>
	TOTAL 709-ARLINGTON (38-1)		934.10	1,698.54	2,632.64
<u>711-WETLAND PMT TRUST</u>					
	711-1-1010001	CLAIM ON CASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL 711-WETLAND PMT TRUST		0.00	0.00	0.00
<u>712-ARLINGTON CITY</u>					
	712-1-1010001	CLAIM ON CASH	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL 712-ARLINGTON CITY		0.00	0.00	0.00
<u>713-AURORA CITY</u>					
	713-1-1010001	CLAIM ON CASH	<u>0.00</u>	<u>205.30</u>	<u>205.30</u>
	TOTAL 713-AURORA CITY		0.00	205.30	205.30
<u>714-BROOKINGS CITY</u>					
	714-1-1010001	CLAIM ON CASH	<u>13,367.02</u>	<u>( 2,044.60)</u>	<u>11,322.42</u>
	TOTAL 714-BROOKINGS CITY		13,367.02	( 2,044.60)	11,322.42
<u>715-BRUCE CITY</u>					
	715-1-1010001	CLAIM ON CASH	<u>122.07</u>	<u>( 122.07)</u>	<u>0.00</u>
	TOTAL 715-BRUCE CITY		122.07	( 122.07)	0.00

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>716-BUSHNELL CITY</u>				
716-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 716-BUSHNELL CITY	0.00	0.00	0.00
<u>717-ELKTON CITY</u>				
717-1-1010001	CLAIM ON CASH	832.59	( 264.01)	568.58
	TOTAL 717-ELKTON CITY	832.59	( 264.01)	568.58
<u>718-SINAI CITY</u>				
718-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 718-SINAI CITY	0.00	0.00	0.00
<u>719-VOLGA CITY</u>				
719-1-1010001	CLAIM ON CASH	1,103.41	369.48	1,472.89
	TOTAL 719-VOLGA CITY	1,103.41	369.48	1,472.89
<u>720-WHITE CITY</u>				
720-1-1010001	CLAIM ON CASH	709.27	( 452.45)	256.82
	TOTAL 720-WHITE CITY	709.27	( 452.45)	256.82
<u>721-AFTON TOWNSHIP</u>				
721-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 721-AFTON TOWNSHIP	0.00	0.00	0.00
<u>722-ALTON TOWNSHIP</u>				
722-1-1010001	CLAIM ON CASH	0.00	157.19	157.19
	TOTAL 722-ALTON TOWNSHIP	0.00	157.19	157.19
<u>723-ARGO TOWNSHIP</u>				
723-1-1010001	CLAIM ON CASH	0.00	17.30	17.30
	TOTAL 723-ARGO TOWNSHIP	0.00	17.30	17.30
<u>724-WATER CONSERVANCY</u>				
724-1-1010001	CLAIM ON CASH	146.15	59.03	205.18
	TOTAL 724-WATER CONSERVANCY	146.15	59.03	205.18
<u>725-ADVANCE TAXES</u>				
725-1-1010001	CLAIM ON CASH	1,013.75	273.64	1,287.39
	TOTAL 725-ADVANCE TAXES	1,013.75	273.64	1,287.39
<u>726-FLEX ONE</u>				
726-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 726-FLEX ONE	0.00	0.00	0.00
<u>727-AURORA TOWNSHIP</u>				
727-1-1010001	CLAIM ON CASH	0.00	170.56	170.56
	TOTAL 727-AURORA TOWNSHIP	0.00	170.56	170.56

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>728-BANGOR TOWNSHIP</u>					
	728-1-1010001	CLAIM ON CASH	44.24	( 44.24)	0.00
	TOTAL 728-BANGOR TOWNSHIP		44.24	( 44.24)	0.00
<u>729-BROOKINGS TOWNSHIP</u>					
	729-1-1010001	CLAIM ON CASH	25.71	216.29	242.00
	TOTAL 729-BROOKINGS TOWNSHIP		25.71	216.29	242.00
<u>730-ELKTON TOWNSHIP</u>					
	730-1-1010001	CLAIM ON CASH	26.11	0.74	26.85
	TOTAL 730-ELKTON TOWNSHIP		26.11	0.74	26.85
<u>731-U &amp; B SANITARY</u>					
	731-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 731-U & B SANITARY		0.00	0.00	0.00
<u>732-BIG SIOUX WATERSHED</u>					
	732-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 732-BIG SIOUX WATERSHED		0.00	0.00	0.00
<u>733-LP SANITARY SEWER</u>					
	733-1-1010001	CLAIM ON CASH	0.00	39.90	39.90
	TOTAL 733-LP SANITARY SEWER		0.00	39.90	39.90
<u>734-L.P. WATER</u>					
	734-1-1010001	CLAIM ON CASH	0.00	94.21	94.21
	TOTAL 734-L.P. WATER		0.00	94.21	94.21
<u>735-DELINQUENT TAXES</u>					
	735-1-1010001	CLAIM ON CASH	3,105.31	275.00	3,380.31
	TOTAL 735-DELINQUENT TAXES		3,105.31	275.00	3,380.31
<u>736-MUNICIPALITIES 5%</u>					
	736-1-1010001	CLAIM ON CASH	( 409.62)	( 13,048.92)	( 13,458.54)
	TOTAL 736-MUNICIPALITIES 5%		( 409.62)	( 13,048.92)	( 13,458.54)
<u>737-EUREKA TOWNSHIP</u>					
	737-1-1010001	CLAIM ON CASH	93.90	176.90	270.80
	TOTAL 737-EUREKA TOWNSHIP		93.90	176.90	270.80
<u>738-LAKE HENDRICKS TOWNSHIP</u>					
	738-1-1010001	CLAIM ON CASH	86.27	( 86.09)	0.18
	TOTAL 738-LAKE HENDRICKS TOWNSHIP		86.27	( 86.09)	0.18
<u>739-LAKE SINAI TOWNSHIP</u>					
	739-1-1010001	CLAIM ON CASH	0.00	51.13	51.13
	TOTAL 739-LAKE SINAI TOWNSHIP		0.00	51.13	51.13

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>740-LAKETON TOWNSHIP</u>					
	740-1-1010001	CLAIM ON CASH	90.09	( 15.35)	74.74
	TOTAL	740-LAKETON TOWNSHIP	90.09	( 15.35)	74.74
<u>741-MEDARY TOWNSHIP</u>					
	741-1-1010001	CLAIM ON CASH	58.90	218.65	277.55
	TOTAL	741-MEDARY TOWNSHIP	58.90	218.65	277.55
<u>742-MOTOR VEHICLE</u>					
	742-1-1010001	CLAIM ON CASH	467,518.59	53,651.00	521,169.59
	TOTAL	742-MOTOR VEHICLE	467,518.59	53,651.00	521,169.59
<u>743-LK HENDRICKS SANITARY</u>					
	743-1-1010001	CLAIM ON CASH	23.15	( 23.15)	0.00
	TOTAL	743-LK HENDRICKS SANITARY	23.15	( 23.15)	0.00
<u>744-OAKLAKE TOWNSHIP</u>					
	744-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL	744-OAKLAKE TOWNSHIP	0.00	0.00	0.00
<u>745-OAKWOOD TOWNSHIP</u>					
	745-1-1010001	CLAIM ON CASH	0.00	17.91	17.91
	TOTAL	745-OAKWOOD TOWNSHIP	0.00	17.91	17.91
<u>746-OSLO TOWNSHIP</u>					
	746-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL	746-OSLO TOWNSHIP	0.00	0.00	0.00
<u>747-PARNELL</u>					
	747-1-1010001	CLAIM ON CASH	399.41	( 317.44)	81.97
	TOTAL	747-PARNELL	399.41	( 317.44)	81.97
<u>748-PRESTON TOWNSHIP</u>					
	748-1-1010001	CLAIM ON CASH	47.41	( 24.70)	22.71
	TOTAL	748-PRESTON TOWNSHIP	47.41	( 24.70)	22.71
<u>749-RICHLAND TOWNSHIP</u>					
	749-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL	749-RICHLAND TOWNSHIP	0.00	0.00	0.00
<u>750-STATE FINES</u>					
	750-1-1010001	CLAIM ON CASH	115,167.73	( 8,355.29)	106,812.44
	TOTAL	750-STATE FINES	115,167.73	( 8,355.29)	106,812.44
<u>751-CONTRACT LAW FUND</u>					
	751-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL	751-CONTRACT LAW FUND	0.00	0.00	0.00

BROOKINGS COUNTY  
 CASH BALANCES REPORT  
 AS OF: AUGUST 31ST, 2016

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>752-CONTRACT LAW FUND</u>					
	752-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 752-CONTRACT LAW FUND		0.00	0.00	0.00
<u>753-SHERMAN TOWNSHIP</u>					
	753-1-1010001	CLAIM ON CASH	0.00	166.17	166.17
	TOTAL 753-SHERMAN TOWNSHIP		0.00	166.17	166.17
<u>754-BIG SIOUX</u>					
	754-1-1010001	CLAIM ON CASH	5.35	( 5.35)	0.00
	TOTAL 754-BIG SIOUX		5.35	( 5.35)	0.00
<u>755-SALES TAX</u>					
	755-1-1010001	CLAIM ON CASH	12.79	0.00	12.79
	TOTAL 755-SALES TAX		12.79	0.00	12.79
<u>756-FIRE INSURANCE</u>					
	756-1-1010001	CLAIM ON CASH	( 0.01)	0.00	( 0.01)
	TOTAL 756-FIRE INSURANCE		( 0.01)	0.00	( 0.01)
<u>757-SPECIAL HIWAY (14%)</u>					
	757-1-1010001	CLAIM ON CASH	68,395.29	( 62,453.48)	5,941.81
	TOTAL 757-SPECIAL HIWAY (14%)		68,395.29	( 62,453.48)	5,941.81
<u>758-UPPER DEER</u>					
	758-1-1010001	CLAIM ON CASH	2.74	( 2.72)	0.02
	TOTAL 758-UPPER DEER		2.74	( 2.72)	0.02
<u>759-BROOKINGS FIRE ASSOC</u>					
	759-1-1010001	CLAIM ON CASH	304,601.91	0.00	304,601.91
	TOTAL 759-BROOKINGS FIRE ASSOC		304,601.91	0.00	304,601.91
<u>760-STERLING TOWNSHIP</u>					
	760-1-1010001	CLAIM ON CASH	0.00	170.75	170.75
	TOTAL 760-STERLING TOWNSHIP		0.00	170.75	170.75
<u>761-SHERIFF TRUST</u>					
	761-1-1010001	CLAIM ON CASH	464.51	2,577.04	3,041.55
	TOTAL 761-SHERIFF TRUST		464.51	2,577.04	3,041.55
<u>762-WETLAND</u>					
	762-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 762-WETLAND		0.00	0.00	0.00
<u>763-REGISTER OF DEEDS</u>					
	763-1-1010001	CLAIM ON CASH	160.00	0.00	160.00
	TOTAL 763-REGISTER OF DEEDS		160.00	0.00	160.00

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>764-TRENTON TOWNSHIP</u>					
	764-1-1010001	CLAIM ON CASH	64.80	93.70	158.50
		TOTAL 764-TRENTON TOWNSHIP	64.80	93.70	158.50
<u>765-VOLGA TOWNSHIP</u>					
	765-1-1010001	CLAIM ON CASH	406.17	( 391.57)	14.60
		TOTAL 765-VOLGA TOWNSHIP	406.17	( 391.57)	14.60
<u>766-LAW LIBRARY FUND</u>					
	766-1-1010001	CLAIM ON CASH	9,268.02	249.00	9,517.02
		TOTAL 766-LAW LIBRARY FUND	9,268.02	249.00	9,517.02
<u>767-WINSOR TOWNSHIP</u>					
	767-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 767-WINSOR TOWNSHIP	0.00	0.00	0.00
<u>768-STATEWIDE 24/7 SOBRIETY</u>					
	768-1-1010001	CLAIM ON CASH	7,045.00	( 5,163.00)	1,882.00
		TOTAL 768-STATEWIDE 24/7 SOBRIETY	7,045.00	( 5,163.00)	1,882.00
<u>769-BANK FRANCHISE</u>					
	769-1-1010001	CLAIM ON CASH	1,464.69	0.00	1,464.69
		TOTAL 769-BANK FRANCHISE	1,464.69	0.00	1,464.69
<u>770-TAX SALE REDEMPTION</u>					
	770-1-1010001	CLAIM ON CASH	0.00	3,285.11	3,285.11
		TOTAL 770-TAX SALE REDEMPTION	0.00	3,285.11	3,285.11
<u>771-WIND TOWERS</u>					
	771-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 771-WIND TOWERS	0.00	0.00	0.00
<u>775-ROD Relief Flow-Thru Fund</u>					
	775-1-1010001	Claim on Cash	0.00	0.00	0.00
	775-1-1010010	Claim on Cash	0.00	0.00	0.00
		TOTAL 775-ROD Relief Flow-Thru Fund	0.00	0.00	0.00
<u>780-DAKOTACARE</u>					
	780-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
		TOTAL 780-DAKOTACARE	0.00	0.00	0.00
<u>781-River Ridge</u>					
	781-1-1010001	claim on cash	0.00	0.00	0.00
		TOTAL 781-River Ridge	0.00	0.00	0.00

BROOKINGS COUNTY  
CASH BALANCES REPORT  
AS OF: AUGUST 31ST, 2016

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>782-Meyer's Second Addition</u>					
	782-1-1010001	Claim on Cash	0.00	0.00	0.00
	TOTAL 782-Meyer's Second Addition		0.00	0.00	0.00
<u>783-BRIDLE ESTATES SANT</u>					
	783-1-1010001	CLAIM ON CASH	0.00	0.00	0.00
	TOTAL 783-BRIDLE ESTATES SANT		0.00	0.00	0.00
<u>784-Lake Hendricks Road</u>					
	784-1-1010001	Claim on Cash	0.00	0.00	0.00
	TOTAL 784-Lake Hendricks Road		0.00	0.00	0.00
TOTAL CASH BALANCES			19,011,510.20	( 1,401,331.88)	17,610,178.32
			=====	=====	=====

\*\*\* END OF REPORT \*\*\*

# Fund Balance

August 31, 2016

## 101-General Fund

Nonspendable Fund Balance-Inventory	\$0.00
Restricted Fund Balance-Debt Service	\$0.00
Committed Fund Balance	\$0.00
Operating Transfer In	\$0.00
Assigned Fund Balance-Subsequent Year's Budget	\$0.00
Assigned Fund Balance-Administration Building	\$0.00
Assigned Fund Balance-Highway Projects	\$614,101.00
Assigned Fund Balance-Econ Dvlpmnt Hwy Prjcts	\$4,750,000.00
Assigned Fund Balance-Courthouse Remodel	\$0.00
Unassigned Fund Balance	\$3,470,098.93
<b>Total</b>	<b>\$8,834,199.93</b>

## 201-Road & Bridge Fund

Nonspendable Fund Balance-Inventory	\$252,465.35
Restricted Fund Balance-Road Purposes	\$186,619.41
Restricted Fund Balance-Snow Removal	\$334,620.30
Assigned Fund Balance-Subsequent Year's Budget	
Assigned Fund Balance-Road Purposes	\$3,093,519.10
<b>Total</b>	<b>\$3,867,224.16</b>

## 207-E911 Fund

Restricted Fund Balance-911 Purposes	-\$23,282.00
Assigned Fund Balance-911 Purposes	\$105,340.52
<b>Total</b>	<b>\$82,058.52</b>

## 226-Emergency Management

Restricted Fund Balance-Emergency Management	
Assigned Fund Balance-Subsequent Year's Budget	\$65,926.00
Assigned Fund Balance-Emergency Management	-\$47,346.54
<b>Total</b>	<b>\$18,579.46</b>

## 229-Domestic Abuse Fund

Restricted Fund Balance-Domestic Abuse	\$4,486.00
Assigned Fund Balance-Domestic Abuse	\$0.00
<b>Total</b>	<b>\$4,486.00</b>

## 237-Contract Law Enforcement

Restricted Fund Balance-Contract Law	\$0.00
Assigned Fund Balance-Contract Law	\$0.00
<b>Total</b>	<b>\$0.00</b>

## 248-24/7 Program

Restricted Fund Balance-24/7 Sobriety	\$221,544.52
Assigned Fund Balance-24/7 Sobriety	\$0.00
<b>Total</b>	<b>\$221,544.52</b>

## 250-Register of Deeds Relief Fund

Restricted for ROD Relief Fund	\$51,957.01
<b>Total</b>	<b>\$51,957.01</b>

## 301-County Building Fund

Restricted Fund Balance-County Building	\$731,230.21
Operating Transfer In	\$418,985.00
Assigned Fund Balance-Courthouse Building Purposes	\$0.00
Assigned Fund Balance-Administration Building	\$0.00
Assigned Fund Balance-Juvenile Detention Center	\$150,000.00
Assigned Fund Balance-Detention Center	\$2,000,000.00
<b>Total</b>	<b>\$3,300,215.21</b>

## 302-Administrative Building Project

Restricted Fund Balance-Capital Projects	\$0.00
Assigned Fund Balance-Subsequent Year's Budget	\$0.00
Assigned Fund Balance-Capital Projects	\$0.00
<b>Total</b>	<b>\$0.00</b>

## 304-CH Building Remodel

Restricted Fund Balance-Capital Projects	\$0.00
Assigned Fund Balance-Subsequent Year's Budget	\$0.00
Assigned Fund Balance-Capital Projects	\$0.00
<b>Total</b>	<b>\$0.00</b>

## 401-Debt Service

Restricted Fund Balance-Debt Service	\$0.00
Restricted Fund Balance-TIF Reserve	\$0.00
<b>Total</b>	<b>\$0.00</b>

**BROOKINGS COUNTY  
GENERAL FUND SURPLUS ANALYSIS  
DATE August 31, 2016**

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

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

**ASSETS AND DEFERRED OUTFLOWS OF RESOURCES:**

**Assets:**

10100 Cash	\$ 7,555,566.76
10200 Cash Change	\$ 355.00
10300 Petty Cash	\$ 400.00
10400 Interest Bearing Accounts	_____
10500 Savings Certificates	_____
10600 Cash with Fiscal Agent	_____
10700 Restricted Cash in Banks	_____
10800 Taxes Receivable--Current	\$ 4,991,751.93
11000 Taxes Receivable--Delinquent	\$ 7,679.54
11XXX Other Receivables	\$ 1,739.96
12800 Notes Receivable	_____
13100 Due from Other fund	_____
13200 Due from Other Government	_____
13300 Advance to Other Fund	_____
14100 Inventory of Supplies	_____
15100 Investments	_____
1XXXX Other Assets	_____

**Deferred Outflows of Resources:**

19800 Other Deferred Outflows of Resources	_____
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**TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**

\$ 12,557,493.19 *
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**LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES:**

**Liabilities:**

20100 Claims Payable	_____
20200 Accounts Payable	\$ 247.81
20800 Due to Other Funds	_____
20900 Due to Other Governments	_____

## GENERAL FUND SURPLUS ANALYSIS

21600 Accrued Wages Payable	
21700 Payroll Withholding Payable	\$ 1,714.46
22300 Unearned Revenue	
2XXXX Other liabilities	\$ 4,999,431.47

**Deferred Inflows of Resources:**

- 25000 Unavailable Revenue--Property Taxes
- 25100 Unavailable Revenue--Special Assessments
- 25200 Other Deferred Inflows of Resources

**Fund Balances:**

27300 Nonspendable	
27400 Restricted	
27500 Committed	
27600 Assigned	\$ 5,364,101.00
27601 Subsequent Year's Budget (GF Budget's Cash Applied amount)	
<i>(choose one of the following amounts based on filing date)</i>	
March = 75% of GF's cash applied in current budget	\$ 302,907.00
September = 25% of GF's cash applied in current budget + 100% of GF's cash applied in next year's budget.	
December = 100% of GF's cash applied in next year's budget.	
27602 Capital Outlay Accumulations	
276XX	
276XX	
27700 Unassigned	\$ 1,889,091.45 **

**TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES**

	\$ 12,557,493.19 *
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Following Year's General Fund Budget (use current year for March analysis)	\$ 12,675,898.00
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The unassigned fund balance, account 27700, divided by the following year's General Fund budget resulting in the fund balance percentage	14.90%
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\*Note: Total Assets and Deferred Outflows of Resources has to be equal to Total Liabilities, Deferred Inflows of Resources, and Fund Balances. Boxed #'s have to be the same.

\*\*Note: Assigned F/B should not cause a negative unassigned fund balance. If so, may need to reevaluate assignments and/or reduce assignments to eliminate negative unassigned. Restricted fund balance can cause a negative unassigned fund balance as restrictions can not be reduced.

## AUGUST 16 MOTOR V COLLECTIONS AND BREAKDOWNS

<b>Grand Total MV Collected</b>	<b>\$743,390.01</b>
Motor Vehicle Monies Sent to State	\$520,974.17
Monies That Get Apportioned	\$222,415.84

### Breakdown of MV Fees within the County

	County	Townships	Towns	Total
<b>Wheel Tax</b>	\$44,885.99	\$5,610.75	\$5,610.75	<b>\$56,107.49</b>
<b>14% Special Highway to Townships</b>		\$49,141.72		<b>\$49,141.72</b>
<b>5% Muncipal to Cities</b>			\$16,576.58	<b>\$16,576.58</b>
<b>22.5% MV to County Road &amp; Bridge Fund</b>	\$89,756.19			<b>\$89,756.19</b>
<b>Title Fees</b>	\$4,765.00			<b>\$4,765.00</b>
<b>Lien Fees And Misc Fees to County General Fund</b>	\$6,068.86			<b>\$6,068.86</b>
<b>63.75% Mobile Home Revenue</b>	\$0.00			<b>\$0.00</b>
<b>Total</b>	<b>\$145,476.04</b>	<b>\$54,752.47</b>	<b>\$22,187.33</b>	<b>\$222,415.84</b>

August Internet/Terminal Renewals 189 Internet Renewals & SS Terminals (included in totals above)	Collected	County's Portion
	\$17,015.50	\$8,107.66

### OTHER MONIES FROM STATE THAT WERE APPORTIONED OUT

	In Lieu of Taxes			
County	\$770.36			
Townships				
Cities	\$784.58			
School Districts	\$2,746.44			
Water District	\$4.74			
<b>TOTALS</b>	<b>\$4,306.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Fine Monies</b>	<b>\$33,257.35</b>	Divided among schools based on enrollment
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## AUGUST 2016 TAX BREAKDOWN

Tax Dollars Stay With County	\$33,938.72
Distress Warrant Fees	\$0.00
Advertising & Tax Cert Fees	\$9.50
<b>Total County</b>	<b>\$33,948.22</b>
<b>Townships</b>	<b>\$1,920.93</b>
<b>Cities</b>	<b>\$12,371.70</b>
<b>Schools</b>	<b>\$85,717.63</b>
<b>East Dakota Water</b>	<b>\$205.15</b>
<b>Special Assessments</b>	<b>\$1,588.53</b>
<b>TIF Collections</b>	<b>\$0.00</b>
<b>GRAND TOTAL TAX \$\$ COLLECTED</b>	<b>\$135,752.16</b>

BROOKINGS COUNTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

101-GENERAL FUND  
 FINANCIAL SUMMARY

66.67% OF YEAR COMP.

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REVENUE SUMMARY

TAXES	11,129,889.00 (	213,687.32)	5,801,127.22	52.12	5,328,761.78
LICENSES & PERMITS	55,400.00	6,217.00	51,450.00	92.87	3,950.00
INTERGOVERNMENTAL	593,375.00	5,134.86	490,686.40	82.69	102,688.60
CHARGES FOR GOODS & SERV	1,048,211.80	137,885.95	821,686.53	78.39	226,525.27
FINES & FORFEITS	45,000.00	3,227.76	37,457.61	83.24	7,542.39
MISC. REVENUE	72,000.00	13,321.23	67,467.59	93.70	4,532.41
OTHER FINANCING SOURCES	0.00	0.00	10,296.12	0.00 (	10,296.12)
<b>TOTAL REVENUES</b>	<b>12,943,875.80 (</b>	<b>47,900.52)</b>	<b>7,280,171.47</b>	<b>56.24</b>	<b>5,663,704.33</b>
	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

COMMISSIONERS	408,491.43	29,232.05	238,176.34	58.31	170,315.09
CONTINGENCY	633,720.00	0.00	0.00	0.00	633,720.00
ELECTIONS	115,625.65	5,197.87	67,188.36	58.11	48,437.29
JUDICIAL SYSTEM	504,500.00	77,450.62	398,411.21	78.97	106,088.79
FINANCE OFFICE	526,133.74	38,916.55	336,890.76	64.03	189,242.98
STATES ATTORNEY	666,127.64	47,731.46	417,012.78	62.60	249,114.86
TEEN COURT	25,000.00	0.00	25,000.00	100.00	0.00
COUNTY BUILDING	441,944.47	53,462.45	278,168.62	62.94	163,775.85
DIRECTOR OF EQUALIZATION	509,251.84	34,856.25	324,919.70	63.80	184,332.14
REGISTER OF DEEDS	210,490.35	15,824.12	137,166.80	65.17	73,323.55
VETERAN'S SERVICE	77,217.58	5,475.30	46,626.56	60.38	30,591.02
PREDATORY ANIMAL CONTROL	7,825.00	0.00	3,912.18	50.00	3,912.82
INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
TECHNOLOGY	347,151.64	22,216.03	223,564.49	64.40	123,587.15
HUMAN RESOURCES	0.00	0.00	0.00	0.00	0.00
HUMAN RESOURCES	107,988.99	5,729.91	66,833.15	61.89	41,155.84
SHERIFF'S OFFICE	1,419,382.88	104,639.60	910,707.42	64.16	508,675.46
COUNTY JAIL	1,143,412.79	105,543.00	797,832.84	69.78	345,579.95
CORONER	35,960.00	2,544.04	14,421.63	40.10	21,538.37
JUVENILE DETENTION	54,000.00	15,194.72	117,350.28	217.32 (	63,350.28)
HUMANE SOCIETY	10,000.00	0.00	10,000.00	100.00	0.00
FIRE DEPARTMENT TRUST	100,000.00	0.00	950.00	0.95	99,050.00
DRAINAGE COMMISSION	1,600.00	94.41	368.82	23.05	1,231.18
E-911	125,000.00	0.00	125,000.00	100.00	0.00
POOR RELIEF	233,502.69	17,153.49	115,514.01	49.47	117,988.68
FOOD PANTRY	6,000.00	0.00	6,000.00	100.00	0.00
COMMUNITY HEALTH NURSE	64,594.75	3,782.89	45,525.02	70.48	19,069.73
HOSPITAL FUNDING	750,000.00	0.00	750,000.00	100.00	0.00
WIC	18,881.36	1,562.23	5,910.83	31.31	12,970.53
UNITED RETIREMENT CENTER	0.00	0.00	0.00	0.00	0.00
BATA	47,000.00	0.00	47,000.00	100.00	0.00
ICAP	12,137.00	0.00	6,068.50	50.00	6,068.50
DOMESTIC ABUSE	40,000.00	0.00	40,000.00	100.00	0.00
211 CALL CENTER	0.00	0.00	0.00	0.00	0.00

BROOKINGS COUNTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

101-GENERAL FUND  
 FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
BEHAVIORAL HEALTH	62,000.00	6,544.76	45,727.57	73.75	16,272.43
ADVANCE	35,000.00	0.00	35,000.00	100.00	0.00
ECMH-CD	55,000.00	0.00	55,000.00	100.00	0.00
PUBLIC LIBRARIES	23,450.00	0.00	11,950.00	50.96	11,500.00
HISTORICAL MUSEUM	4,000.00	0.00	4,000.00	100.00	0.00
OTHER	0.00	0.00	0.00	0.00	0.00
BOYS & GIRLS CLUB	0.00	0.00	0.00	0.00	0.00
GLACIAL LAKES	0.00	0.00	0.00	0.00	0.00
SENIOR COMPANION	2,300.00	0.00	2,300.00	100.00	0.00
MENTORING	5,000.00	0.00	5,000.00	100.00	0.00
COUNTY EXTENSION	146,969.84	9,668.38	94,101.76	64.03	52,868.08
BROOKINGS CONS DISTRICT	25,000.00	0.00	25,000.00	100.00	0.00
WEED CONTROL	293,937.79	18,174.35	190,381.23	64.77	103,556.56
PLANNING & ZONING	175,638.92	15,004.60	113,546.16	64.65	62,092.76
1ST DISTRICT	40,431.00	0.00	30,323.18	75.00	10,107.82
ECONOMIC DEVELOPMENT	65,000.00	0.00	65,000.00	100.00	0.00
OTHER ECONOMIC DEVELOPME	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	<u>3,099,229.00</u>	<u>0.00</u>	<u>2,324,421.75</u>	<u>75.00</u>	<u>774,807.25</u>
TOTAL EXPENDITURES	12,675,896.35	635,999.08	8,558,271.95	67.52	4,117,624.40
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	267,979.45	( 683,899.60)	( 1,278,100.48)		1,546,079.93

BROOKINGS COUNTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2016

001-ROAD & BRIDGE FUND  
FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	550,000.00	56,107.49	452,757.98	82.32	97,242.02
LICENSES & PERMITS	9,000.00	1,890.00	7,350.00	81.67	1,650.00
INTERGOVERNMENTAL	2,110,225.00	89,756.19	2,484,572.39	117.74 (	374,347.39)
CHARGES FOR GOODS & SERV	51,644.00	3,557.23	18,379.70	35.59	33,264.30
MISC. REVENUE	13,750.00	1,724.46	14,603.08	106.20 (	853.08)
OTHER FINANCING SOURCES	<u>3,100,000.00</u>	<u>0.00</u>	<u>2,250,685.10</u>	<u>72.60</u>	<u>849,314.90</u>
TOTAL REVENUES	5,834,619.00	153,035.37	5,228,348.25	89.61	606,270.75
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
HIGHWAY ADMINISTRATION	5,985,222.40	918,743.13	3,562,714.20	59.53	2,422,508.20
	<u>108,000.00</u>	<u>11,565.66</u>	<u>82,945.08</u>	<u>76.80</u>	<u>25,054.92</u>
TOTAL EXPENDITURES	6,093,222.40	930,308.79	3,645,659.28	59.83	2,447,563.12
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 258,603.40)	( 777,273.42)	1,582,688.97		( 1,841,292.37)

REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

207-E-911 FUND  
 FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL	303,000.00	25,621.05	203,936.31	67.31	99,063.69
MISC. REVENUE	0.00	18.46	149.22	0.00	(149.22)
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	303,000.00	25,639.51	204,085.53	67.35	98,914.47
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
911 SERVICES	303,000.00	0.00	229,470.03	75.73	73,529.97
TOTAL EXPENDITURES	303,000.00	0.00	229,470.03	75.73	73,529.97
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	25,639.51	(25,384.50)		25,384.50

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2016

129-DOMESTIC ABUSE FUND  
FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LICENSES & PERMITS	7,300.00	1,140.00	4,530.00	62.05	2,770.00
CHARGES FOR GOODS & SERV	<u>2,000.00</u>	<u>100.00</u>	<u>1,675.00</u>	<u>83.75</u>	<u>325.00</u>
TOTAL REVENUES	9,300.00	1,240.00	6,205.00	66.72	3,095.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DOMESTIC ABUSE	<u>9,300.00</u>	<u>0.00</u>	<u>4,650.00</u>	<u>50.00</u>	<u>4,650.00</u>
TOTAL EXPENDITURES	9,300.00	0.00	4,650.00	50.00	4,650.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,240.00	1,555.00	(	1,555.00)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 2016

148-24/7 PROGRAM  
FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INTERGOVERNMENTAL	14,000.00	11,925.87	28,681.60	204.87	( 14,681.60)
CHARGES FOR GOODS & SERV	45,000.00	2,186.00	36,848.00	81.88	8,152.00
MISC. REVENUE	0.00	84.92	688.57	0.00	( 688.57)
TOTAL REVENUES	59,000.00	14,196.79	66,218.17	112.23	( 7,218.17)
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COUNTY JAIL	53,060.00	5,623.92	41,053.54	77.37	12,006.46
TOTAL EXPENDITURES	53,060.00	5,623.92	41,053.54	77.37	12,006.46
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	5,940.00	8,572.87	25,164.63		( 19,224.63)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 2016

FOD RELIEF FUND

FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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REVENUE SUMMARY

CHARGES FOR GOODS & SERV	18,500.00	6,180.96	14,805.96	80.03	3,694.04
OTHER FINANCING SOURCES	<u>12,957.00</u>	<u>0.00</u>	<u>9,717.75</u>	<u>75.00</u>	<u>3,239.25</u>
TOTAL REVENUES	<u>31,457.00</u>	<u>6,180.96</u>	<u>24,523.71</u>	<u>77.96</u>	<u>6,933.29</u>
	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

FOD RELIEF FUND	<u>72,457.00</u>	<u>245.00</u>	<u>17,831.00</u>	<u>24.61</u>	<u>54,626.00</u>
TOTAL EXPENDITURES	<u>72,457.00</u>	<u>245.00</u>	<u>17,831.00</u>	<u>24.61</u>	<u>54,626.00</u>
	=====	=====	=====	=====	=====

REVENUES OVER/(UNDER) EXPENDITURES	( 41,000.00)	5,935.96	6,692.71		( 47,692.71)
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BROOKINGS COUNTY  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: AUGUST 31ST, 2016

301-COUNTY BUILDING FUND  
 FINANCIAL SUMMARY

66.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	281,570.00	844.09	154,256.11	54.78	127,313.89
INTERGOVERNMENTAL	9,600.00	0.00	9,836.67	102.47 (	236.67)
MISC. REVENUE	4,000.00	1,177.56	9,975.96	249.40 (	5,975.96)
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	295,170.00	2,021.65	174,068.74	58.97	121,101.26
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COUNTY BUILDING	138,500.00	0.00	6,344.63	4.58	132,155.37
DEBT SERVICE	121,648.00	0.00	60,823.51	50.00	60,824.49
TOTAL EXPENDITURES	260,148.00	0.00	67,168.14	25.82	192,979.86
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	35,022.00	2,021.65	106,900.60	(	71,878.60)

# Aged Accounts Receivable Report-August 2016

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## County Liens

*6,240 Accounts in the Report*

Current	\$114,603.41
30 days	\$59,677.42
60 days	\$19,160.21
90 days	\$61,577.66
over 120 days	\$5,618,940.99
<b>Total</b>	<b>\$5,873,959.69</b>

Court Appointed Attorney Fees	\$2,984,181.40
Civil Judgement Lien	\$199,403.03
Care of Poor	\$2,288,983.00
Involuntary Mental Illness	\$12,799.42
Voluntary Mental Illness	\$221,393.39
Prisoner Meds	\$149,732.32
Restitution (psycho sexual evals)	\$196.00
Transcripts	\$19,321.10
Other	(\$2,049.97)
<b>Total</b>	<b>\$5,873,959.69</b>

## Jail Costs

*1,865 Accounts in the Report*

Current	\$13,734.76
30 days	\$26,873.79
60 days	\$2,265.70
90 days	\$20,502.82
over 120 days	\$864,434.27
<b>Total</b>	<b>\$927,811.34</b>

CAA	\$0.00
Jail Costs	\$779,347.14
Prison Meds	\$153,299.01
Other	(\$4,834.81)
<b>Total</b>	<b>\$927,811.34</b>

## Juvenile Detention

*557 Accounts in the Report*

Current	(\$931.42)
30 days	\$0.00
60 days	\$0.00
90 days	\$0.00
over 120 days	\$816,436.06
<b>Total</b>	<b>\$815,504.64</b>

Juveniles	\$816,436.06
Other	(\$931.42)
<b>Total</b>	<b>\$815,504.64</b>

Date Received \_\_\_\_\_  
Date Issued \_\_\_\_\_

*Special Event*

License No. \_\_\_\_\_

### Uniform Alcoholic Beverage License Application

Mail this copy to: Department of Revenue, Special Tax Division 445 East Capitol Ave Pierre, SD 57501-3100.

**A. Owner Name and Address**

*Andrea Diedrich  
J+A Diedrich LLC  
915 Doe St  
Bruce, SD 57220*

Owner's Telephone #: *605-690-5254*

**B. Business Name and Address**

*Jay Street Pub  
604 Jay St.  
Bruce, SD 57220*

Business Telephone #: *605-627-5344*

**C. Indicate the class of license being applied for (submit separate application for each class of license).**

- Retail (on-sale) Liquor
- Retail (on-sale) Liquor - Restaurant
- Retail (on-off sale) Wine
- Package (off-sale) Liquor
- Retail (on-off sale) Malt Beverage
- Retail (on-off sale) Malt Beverage & SD Farm Wine
- Package (off sale) Malt Beverage
- Package (off sale) Malt Beverage & SD Farm Wine
- Other (please classify)
- Transfer Fee \$150.00

Number of other Package Liquor Licenses held: 1

Number of other On-sale Liquor Licenses held: 1

Is this License in active use?  Yes  No

**D. Legal description of licensed premise:** *Event to be held at Owl Lodge*

*N 1/2 W 1/2 NE 1/4 Sec 18-111-51  
40 acres*

Have you ever been convicted of a felony?  Yes  No

Do you own  or lease  this property? (Check one)

E. State Sales Tax Number: 1023-7538-ST

F. Remember to obtain a Federal Alcohol Stamp, for help call TTB at 1-800-937-8864.

G. New license?  Transfer? (\$150)  Re-issuance?

**H. CERTIFICATE:** The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Signed this 9<sup>th</sup> day of September Signature *Andrea Diedrich*

**I.** Any Application required to be submitted to a local governing board must be signed in the presence of the city or county auditor, the town clerk or notary public. This applies to ALL applications EXCEPT the following: distillers, manufacturers, wholesalers, municipalities, airports, solicitors, dispensers, carriers, transportation companies, and farm wineries.

Place of business is located in a municipality?  Yes  No County: Brookings *Business located in Bruce - Event to*

This application was subscribed and sworn to before me this 14<sup>th</sup> day of September 2016 *to be held in County*

Approving Officer's Telephone number 605-696-8250 Signature: *Gristen Wilchey* *November 19, 2016*

**J. APPROVAL OF LOCAL GOVERNING BODY** - Notice of hearing was published on \_\_\_\_\_ . Public hearing on the application was held Sept. 20<sup>th</sup> 2016 at less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law. *9:15*

Application approved for Sunday on-sale operation?  Yes  No  
 Amount of fee collected with application \$ \_\_\_\_\_  
 Are real property taxes paid to date?  Yes  No  
 Amount of fee retained \$ \_\_\_\_\_  
 Ineligible for video lottery   
 Forwarded with application \$ \_\_\_\_\_  
 Number of video lottery terminals on licensed premise: \_\_\_\_\_

**For Local Government Use**

(Seal) \_\_\_\_\_  
 Mayor or Chairman  
 If disapproved, endorse reason thereon and return to applicant

**Transferred (State Use)**

From: \_\_\_\_\_  
 Sales tax approval \_\_\_\_\_ Date \_\_\_\_\_  
 STATE LIQUOR AUTHORITY: APPROVAL \_\_\_\_\_ REVIEW \_\_\_\_\_

**Company supplement information  
(For corporate/partnership/LP/LLC applicants)**

If supplement unchanged from last year check this box and sign below.

**Affidavit**

State of South Dakota )

:ss

County of )

We, the undersigned, being first duly sworn upon oath, supply the following information:

Name of corporation/partnership/LP/LLC J & A Driedrich LLC  
Address of office and principal place of business of corporation/partnership/LP/LLC 915 Doe St Bruce, SD 57220  
Date of incorporation 12/27/2010  
Date of last report filed with Secretary of State \_\_\_\_\_  
Are all managing officers of this corporation/partnership/LP/LLC of good moral character? Yes  
Have any of the managing officers of this corporation/partnership/LP/LLC ever been convicted of a felony? No

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

Name	Office	Address	Occupation
<u>Andrea Driedrich</u>	<u>Owner</u>	<u>915 Doe St Bruce, SD 57220</u>	<u>Software Technician</u>

Name, address and occupation of each of the directors of the corporation:

Name	Address	Occupation

Name and address of each of the stockholders and percentage of shares owned or held by each:

Name	Address	Percentage of Shares

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other retail liquor outlet:

Name	Type of License, Financial Interest Held, and Address of Retail Outlet

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

**With signature the applicant agrees to the following:**

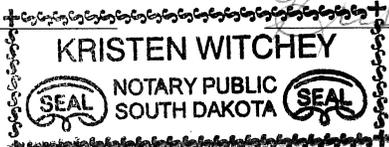
That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

Signature of Authorized Officer/Director/Partner Andrea Driedrich

Subscribed and sworn to before me this 14<sup>th</sup> of September, 2016 Brookings County, State of South Dakota.

My commission expires 12/29/2016  
My Commission expires 12/29/2016



Kristen Witchey  
(Notary Public)

## SECTION C. PROVISIONS PERTAINING TO ALL LICENSES.

All alcoholic beverage licenses issued by Brookings County shall be subject to the following provisions:

### I. Special Event Licenses

1. Applications for special events licenses shall only be received by civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), (6), or (16).
2. No fee is required with the application for a special events license.
3. Any license issued pursuant to SDCL 35-4-124 shall be issued for a period of time established within the sole discretion of the Board, not to exceed fifteen (15) consecutive days.
4. No person or organization may be issued a permit pursuant to SDCL 35-4-124 more than three times in any one calendar year.
5. No public hearing is required for the issuance of a license pursuant to this section if the person applying for the license holds an on-sale alcoholic beverage license or a retail malt beverage license in the municipality or county or holds an operating agreement for a municipal on-sale alcoholic beverage license, and the license is to be used in a publicly-owned facility.
6. The licensee must comply with all applicable state laws concerning the consumption of alcoholic beverages as set forth in SDCL Ch. 35-4.
7. Special events licenses may be issued for different alcoholic beverage licenses as specified in SDCL 35-4-124.

As scheduled, the 2nd hearing was held to finalize the Year 2017 Budget. Proposed changes to the 2017 Provisional Budget were read line by line as follows. Motion by \_\_\_\_ seconded by \_\_\_\_\_, to approve the amendments to the 2017 Provisional Budget. Roll call vote:

**2017 Provisional Budget Changes**

<b>Account</b>	<b>Description</b>	<b>GL #</b>	<b>From</b>	<b>To</b>	<b>Difference</b>	<b>New Budget</b>
Judicial System	Adult Defense	101-4-130-4222	\$ 340,000	\$ 350,000	\$ 10,000	
Judicial System	Juvenile Defense	101-4-130-4223	\$ 11,000	\$ 53,000	\$ 42,000	\$600,000
County Jail	Salaries	101-4-212-4110	\$ 643,837	\$ 663,837	\$ 20,000	
County Jail	Prisoner Rations	101-4-212-4290	\$ 172,000	\$ 192,000	\$ 20,000	\$1,278,666
Juvenile Detention	JDC--Minnehaha County	101-4-214-4291	\$ 80,000	\$ 186,000	\$ 106,000	\$200,000
Community Health Nurse	Supplies & Materials	101-4-421-4260	\$ 2,200	\$ 1,200	\$ (1,000)	
Community Health Nurse	Repairs & Maintenance	101-4-421-4250	\$ 600	\$ 850	\$ 250	\$67,389
Behavioral Health	CAA for MI	101-4-441-4290	\$ 3,000	\$ 21,000	\$ 18,000	\$80,000
Contingency	Contingency	101-4-112-4290	\$ 633,720	\$ 613,213	\$ (20,507)	
Current Property Tax Levy	Revenue from Utilities	101-1-108-0000	\$ 11,319,512	\$ 11,312,676	\$ (6,836)	
Cash Applied			\$ (666,522)	\$ (454,065)	\$ 212,457	
Current Property Tax Levy	Revenue from Utilities	301-1-108-0000	\$ 288,723	\$ 288,548	\$ (175)	
Cash Applied			\$ (160,228)	\$ (160,053)	\$ 175	
Interest from Banks	Misc Revenue	101-3-3611000	\$ 30,000	\$ 29,898	\$ (102)	
<b>Total Changes</b>					<b>\$ 400,262</b>	

**RESOLUTION #16-**  
**ADOPTION OF THE 2017 ANNUAL BUDGET FOR**  
**BROOKINGS COUNTY, SOUTH DAKOTA**

WHEREAS, SDCL 7-21-5 through 13 provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year and,

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations and additions have been made thereto.

NOW THEREFORE BE IT RESOLVED, that such Provisional Budget as amended and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE ANNUAL BUDGET OF THE APPROPRIATIONS AND EXPENDITURES for Brookings County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2017 and ending December 31, 2017 and the same is hereby approved and adopted by the Board of County Commissioners of Brookings County, South Dakota, this 20<sup>th</sup> day of September, 2016. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Finance Officer, Brookings County, South Dakota. The accompanying taxes are levied by Brookings County for the year January 1, 2017 through December 31, 2017.

<u>COUNTY LEVIES</u>	<u>DOLLARS</u>	<u>\$1,000</u>
General Fund	\$11,312,676	\$3.971
County Building Fund	\$ 288,548	\$ .101
TOTAL	\$11,601,224	\$4.072

BOARD OF COUNTY COMMISSIONERS OF BROOKINGS COUNTY, SOUTH DAKOTA

	Chairperson
	Vice-Chairperson
	Commissioner
	Commissioner
	Commissioner

ATTEST:

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



# Annual Budget for Brookings County, South Dakota

For Year January 1, 2017 through December 31, 2017

	GOVERNMENTAL FUNDS									
	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	County Building Fund 301	TIF Debt Service Fund 401	
<b>General Government</b>										
110 Legislative										
111 Board of County Commissioners	426,325.00									
112 Contingency	613,213.00									
120 Elections	37,326.00									
130 Judicial	600,000.00									
140 Financial Administration										
143 Finance	578,767.00									
150 Legal Services										
151 States Attorney	635,782.00									
153 Law Library										
154 Teen Court	25,000.00									
160 Other Administration										
161 General Government Building	449,289.00							19,840.00		
162 Director of Equalization	519,433.00									
163 Register of Deeds	222,650.00						6,000.00			
165 Veteran's Service Officer	79,666.00									
166 Predatory Animal (GFP)	7,825.00									
171 Technology	314,569.00									
172 Human Resources	108,241.00									
<b>Total General Government</b>	<b>4,618,086.00</b>	-	-	-	-	-	6,000.00	19,840.00	-	-
<b>Public Safety</b>										
210 Law Enforcement										
211 Sheriff	1,433,151.00									
212 County Jail	1,278,666.00							64,095.00		
213 Coroner	32,069.00									
214 Juvenile Detention	200,000.00									
215 Contract Law Enforcement										
219 Humane Society	10,000.00									
220 Protective and Emergency Services										
221 Fire Department Trust	110,000.00									
222 Emergency & Disaster Services				106,225.00						
223 Drainage Commission	1,600.00									
225 Enhanced 911	96,500.00		308,200.00							
<b>Total Public Safety</b>	<b>3,161,986.00</b>	-	<b>308,200.00</b>	106,225.00	-	64,095.00	-	-	-	-

# Annual Budget for Brookings County, South Dakota

For Year January 1, 2017 through December 31, 2017

	GOVERNMENTAL FUNDS								
	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	County Building Fund 301	TIF Debt Service Fund 401
<b>Public Works</b>									
310 Highways and Bridges									
311 Highway		6,431,852.00							
<b>Total Public Works</b>	-	6,431,852.00	-	-	-	-	-	-	-
<b>Health and Welfare</b>									
410 Economic Assistance									
411 Welfare		235,195.00							
420 Health Assistance									
416 Food Pantry		6,000.00							
421 Community Health		67,389.00							
423 Hospital Funding									
427 Women, Infants, & Children (WIC)		19,347.00							
430 Social Services									
432 Bkgs Area Transit Authority		50,000.00							
433 Community Action		12,522.00							
434 Domestic Abuse		40,000.00			9,300.00				
439 211 Call Center		2,500.00							
440 Mental Health Services									
441 Behavioral Health		80,000.00							
442 ADVANCE		35,000.00							
444 ECBHCD		55,000.00							
<b>Total Health and Welfare</b>	602,953.00	-	-	-	9,300.00	-	-	-	-
<b>Culture and Recreation</b>									
510 Culture									
511 Public Library		23,450.00							
512 Historical Museum		5,000.00							
521 Boys & Girls Club									
526 Youth Mentoring Program		5,000.00							
520 Recreation									
525 Senior Companion		2,300.00							
<b>Total Culture and Recreation</b>	35,750.00	-	-	-	-	-	-	-	-

# Annual Budget for Brookings County, South Dakota

For Year January 1, 2017 through December 31, 2017

	GOVERNMENTAL FUNDS								
	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	County Building Fund 301	TIF Debt Service Fund 401
<b><i>Conservation of Natural Resources</i></b>									
610 Soil Conservation									
611 4-H	152,872.00								
612 Soil Conservation	25,000.00								
615 Weed Control	313,139.00								
625 Wetland									
<b>Total Conservation of Natural Resources</b>	<b>491,011.00</b>	-	-	-	-	-	-	-	-
<b><i>Urban and Economic Development</i></b>									
710 Urban Development									
711 Planning & Zoning	182,918.00								
712 First District Planning	41,644.00								
720 Economic Development									
721 Economic Development	65,000.00								
729 Other Economic Development	600.00								
<b>Total Urban and Economic Development</b>	<b>290,162.00</b>	-	-	-	-	-	-	-	-
<b><i>Intergovernmental Expenditures</i></b>									
750 Wheel Tax to Townships/Cities		108,000.00							
<b>Total Debt Service</b>	-	<b>108,000.00</b>	-	-	-	-	-	-	-
<b><i>Debt Service</i></b>									
810 Principal							121,648.00		
820 Bond Interest Payments									
<b>Total Debt Service</b>	-	-	-	-	-	-	<b>121,648.00</b>	-	-
<b><i>Capital Outlay</i></b>									
890 Administrative Building Project									
<b>Total Capital Outlay</b>	-	-	-	-	-	-	-	-	-
<b><i>Other Uses</i></b>									
910 Other Financing Uses									
911 Operating Transfers Out									
County Building Fund									
Emergency Management	62,125.00								
Hwy & Bridge 201	3,000,000.00								
ROD Relief Fund									
Administrative Building Project Fund									
<b>Total Other Uses</b>	<b>3,062,125.00</b>	-	-	-	-	-	-	-	-
<b>Total Appropriations</b>	<b>12,262,073.00</b>	<b>6,539,852.00</b>	<b>308,200.00</b>	<b>106,225.00</b>	<b>9,300.00</b>	<b>64,095.00</b>	<b>6,000.00</b>	<b>141,488.00</b>	-

# Annual Budget for Brookings County, South Dakota

For Year January 1, 2017 through December 31, 2017

	GOVERNMENTAL FUNDS								TIF Debt Service Fund 401
	General Fund 101	Road & Bridge Fund 201	E-911 Fund 207	Emergency Mgmt Fund 226	Domestic Abuse Fund 229	Sobriety Fund 248	ROD Relief Fund 250	County Building Fund 301	
<b>Cash Balance Applied</b>	(454,065)	(24,140.00)				(1,905)	(10,500)	(160,053)	-
311 Current Property Tax Levy	11,312,676.00							288,548.00	0.00
Less 25% to Cities	(4,701.00)								
312/319 -- Other Taxes	35,800.00	600,000.00						740.00	
<b>Net Total Taxes</b>	11,343,775.00	600,000.00	-	-	-			289,288.00	-
320 Licenses and Permits	56,300.00	10,000.00			7,300.00				
330 Intergovernmental Revenue	727,375.00	2,790,992.00	308,000.00	44,000.00		33,000.00		9,700.00	
340 Charges for Goods & Services & Fees	1,100,312.00	45,000.00			2,000.00	33,000.00	16,500.00		
350 Fines and Forfeits	56,500.00	-							
360 Miscellaneous Revenue	71,248.00	18,000.00	200.00	100.00				10,000.00	0.00
370 Other Financing Resources	6,000.00	3,100,000.00		62,125.00					
<b>Subtotal</b>	12,907,445.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	148,935	-
<b>Less 5% (SDCL 7-21-18)</b>	645,372.00							7,447	-
<b>Net Means of Finance</b>	12,262,073.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	141,488.00	-
<b>Total Appropriations</b>	12,262,073.00	6,539,852.00	308,200.00	106,225.00	9,300.00	64,095.00	6,000.00	141,488.00	-
	-	-	-	-	-	-	-	-	-
<b>COUNTY LEVIES</b>	Dollars	\$1,000							
General Fund	11,312,676.00	3.971							
County Building Fund	288,548.00	0.101							
	11,601,224	4.072							

# 2016plat007 – September 6<sup>th</sup>, 2016

Prepared by Richard Haugen

September 7<sup>th</sup>, 2016 – The Brookings County Planning and Zoning Commission voted 9-ayes and 0-nays to recommend approval of plat 2016plat007 at their September 6<sup>th</sup>, 2016 meeting.

Applicants/Owners: Constance Lass, 405 1<sup>st</sup> Ave, Brookings, SD 57006  
: Robert and Sharon Kasdorf, 110 W 44<sup>th</sup> St S, Brookings, SD 57006

Legal Description: “Plat of Tracts 3 and Tract 4 of Lass Addition in the Northwest Quarter of Section 14, Township 109 North, Range 50 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota.”

2016plat007: Tract 3-75.59 acres in the NW ¼ of Section 14, T109N, R50W is owned by Constance Lass. Tract 3 has a 40 feet access easement to Tract 4 and a 50 feet easement on the east side of Tract 3 to access Tract 2A of Lass Addition, which lies directly south of Tract 3. The land is agricultural farm land and is currently being farmed.

Tract 4-14.16 acre existing building site, is owned by Robert and Sharon Kasdorf. The Kasdorf’s purchased the property from the Lass’s in October 2001 with a footage description. There is a 40 feet access easement on Tract 3 allowing them access to their property.

Tract 3 and Tract 4 correct the property pins location that were originally placed when the property was sold to the Kasdorf’s and gives the property an accurate legal description.

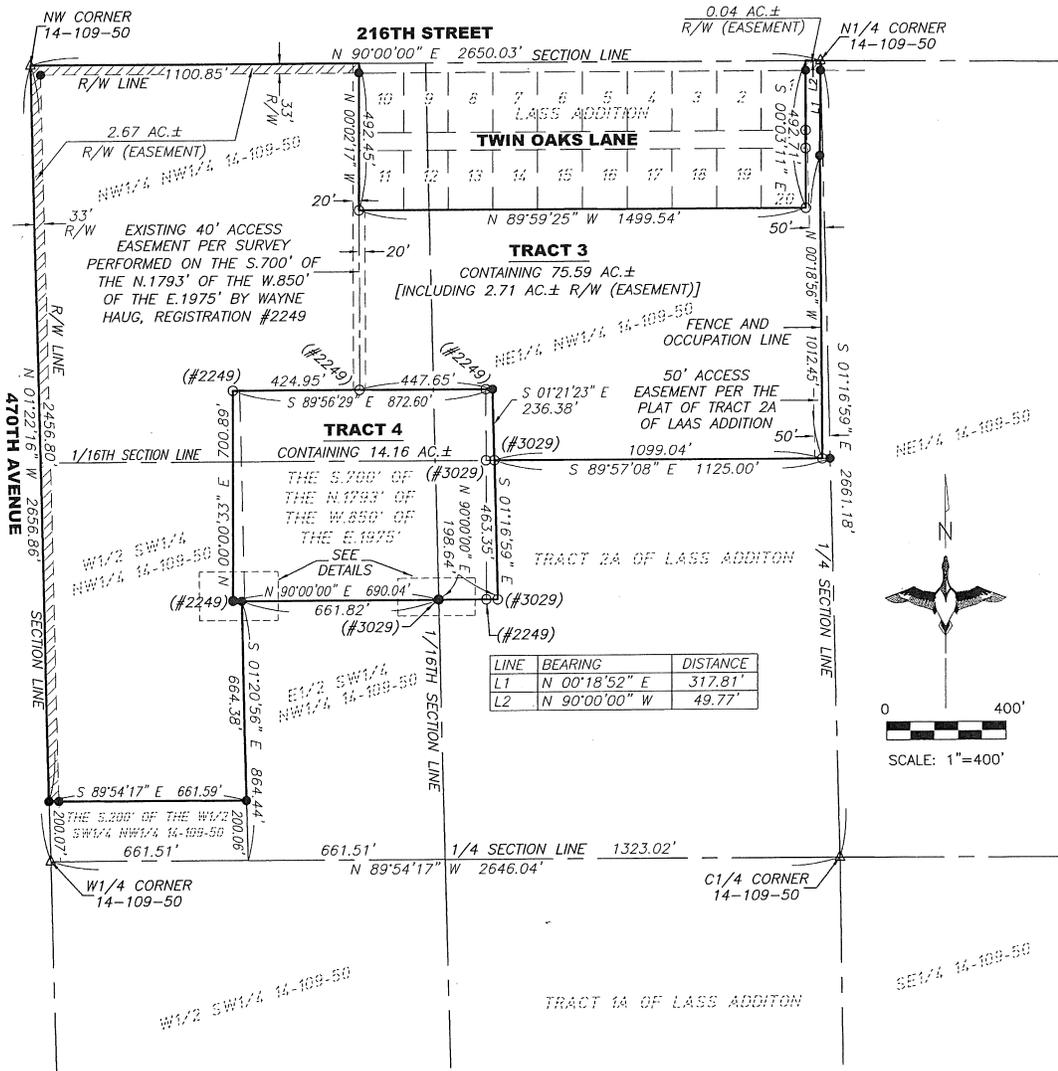
The property is located in the Brookings City/Brookings County Joint Jurisdiction Area, located on the south side of W44<sup>th</sup> Street (216<sup>th</sup> St) and on east side of 470<sup>th</sup> Ave.

Brookings City Community Development Director Mike Struck, reviewed the plat and has no objections to the request.

The plat meets the platting requirements and the 2016 Comprehensive Plan-Unincorporated Rural Area Land Use statement on page 24 for Agricultural Land Use.

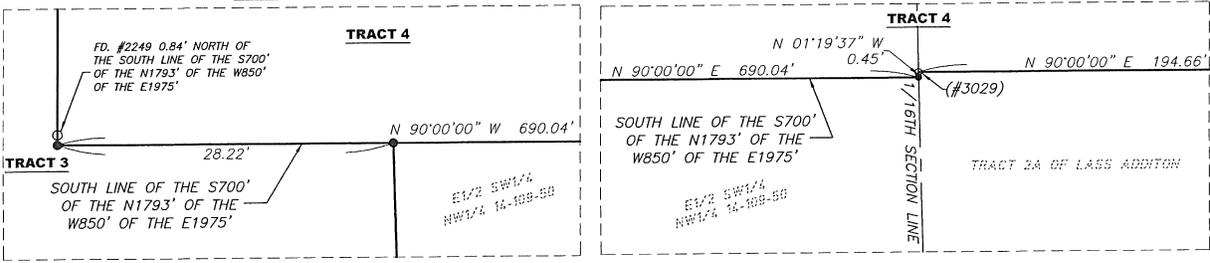
# PLAT OF TRACT 3 AND TRACT 4 OF LASS ADDITION

IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 109 NORTH, RANGE 50 WEST  
OF THE 5TH PRINCIPAL MERIDIAN, BROOKINGS COUNTY, SOUTH DAKOTA.



LINE	BEARING	DISTANCE
L1	N 00°18'52" E	317.81'
L2	N 90°00'00" W	49.77'

### DETAIL



### LEGEND:

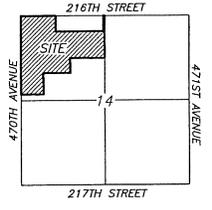
- SET 5/8" REBAR W/CAP #10141
- FD. MONUMENT (AS NOTED)
- △ SECTION CORNER (AS NOTED)
- (R) RECORD INFORMATION
- AC. ACRES
- A.E. ACCESS EASEMENT
- R/W RIGHT-OF-WAY
- N.T.S. NOT TO SCALE
- FD. FOUND
- RIGHT OF WAY LINE
- PREVIOUSLY PLATTED

NOTES:  
BASIS OF BEARINGS ARE ASSUMED  
THIS PLAT WAS PREPARED WITH THE BENEFIT OF A TITLE COMMITMENT, OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 01-16-00323  
EASEMENTS OF RECORD WERE NOT RESEARCHED AND ARE NOT SHOWN ON THE PLAT.



PREPARED BY:

**Midwest Land Surveying, Inc.**  
Land Surveying and GPS Consulting  
211 E. 14th Street Suite 100  
Sioux Falls, South Dakota 57104  
Phone: (605) 339-8901 FAX: (605) 274-8951



**AREA MAP** N.T.S.  
SECTIONS 14, T109N, R50W  
5TH P.M.

# PLAT OF TRACT 3 AND TRACT 4 OF LASS ADDITION

IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 109 NORTH, RANGE 50 WEST  
OF THE 5TH PRINCIPAL MERIDIAN, BROOKINGS COUNTY, SOUTH DAKOTA.

<p style="text-align: center;"><b>SURVEYOR'S CERTIFICATE</b></p> <p>I, Jeffrey C. Schievelbein, of Midwest Land Surveying, Inc., a Registered Land Surveyor in the State of South Dakota, do hereby state that I did, on or before this date, survey a portion of the Northwest Quarter of Section 14, Township 109 North, Range 50 West of the 5th Principal Meridian, Brookings County, South Dakota, and platted the same into Tract 3 and Tract 4 of Lass Addition in the Northwest Quarter of Section 14, Township 109 North, Range 50 West of the 5th Principal Meridian, Brookings County, South Dakota, as shown on the foregoing PLAT.</p> <p>The same shall be known and described as <u>TRACT 3 AND TRACT 4 OF LASS ADDITION IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 109 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN, BROOKINGS COUNTY, SOUTH DAKOTA.</u></p> <p>I further certify that the above PLAT correctly represents the same, is true and correct and that it was made at the request of the owners.</p> <p>Dated this <u>15<sup>th</sup></u> day of <u>August</u>, 20<u>16</u></p> <div style="text-align: center;">  </div> <p><i>Jeffrey C. Schievelbein</i> Jeffrey C. Schievelbein, Registered Land Surveyor No. 10141</p> <p style="text-align: center;"><b>OWNER'S CERTIFICATE</b></p> <p>We, the undersigned, do hereby certify that we are the owners of all land included in the above plat and that said plat has been made at our request and in accordance with my instructions for the purposes of transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.</p> <p>We hereby dedicate to the public for public use forever, the streets, roads, alleys, parks and public grounds, if any, as shown on said plat, including all sewers, culverts, bridges, water distribution lines, sidewalks and other improvements on or under the streets, roads, alleys, parks and public grounds whether such improvements are shown or not. We also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone, cable television, or other public utility lines or services, under, on or over these strips of land designated hereon as easements.</p> <p>Dated this <u>16<sup>th</sup></u> day of <u>August</u>, 20<u>16</u></p> <p><i>Sandra L. Lass</i> Sandra L. Lass as Power of Attorney for Constance Lass</p> <p><i>Robert Kasdorf</i> Robert Kasdorf</p> <p><i>Sharon Kasdorf</i> Sharon Kasdorf</p> <p style="text-align: center;"><b>SEE ATTACHED NOTARIAL CERTIFICATE</b></p> <p>State of _____ County of _____</p> <p>On this the _____ day of _____, 20____, before me, the undersigned officer, personally appeared Sandra L. Lass, as Power of Attorney for Constance Lass, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained.</p> <p>In witness whereof I hereunto set my hand and official seal.</p> <p>_____ Notary Public - State of _____ My Commission Expires: _____</p> <p>State of <u>South Dakota</u> County of <u>Brookings</u></p> <p>On this the <u>19<sup>th</sup></u> day of <u>August</u>, 20<u>16</u>, before me, the undersigned officer, personally appeared Robert Kasdorf and Sharon Kasdorf, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.</p> <p>In witness whereof I hereunto set my hand and official seal.</p> <p><i>Matthew Swartwout</i> Notary Public - State of <u>South Dakota</u> My Commission Expires: <u>9-30-2019</u></p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>MATTHEW SWARTWOUT</b> Notary Public SEAL South Dakota</p> </div>	<p style="text-align: center;"><b>CERTIFICATE OF HIGHWAY AUTHORITY</b></p> <p>I, _____, acting for Brookings County Highway Dept. hereby approve access as shown on the attached plat to the abutting public highway subject to all applicable laws, ordinances and permit requirements. Any change in the location of the proposed access shall require additional approval.</p> <p>_____ HIGHWAY AUTHORITY</p> <p>_____ TITLE</p> <p style="text-align: center;"><b>COUNTY PLANNING COMMISSION APPROVAL</b></p> <p>Be it resolved by the County Planning Commission of Brookings County, South Dakota that the Plat of <u>TRACT 3 AND TRACT 4 OF LASS ADDITION IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 109 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN, BROOKINGS COUNTY, SOUTH DAKOTA</u> is approved and that the same be certified to the Brookings County Board of County Commissioners with the recommendation that said plat be approved.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ CHAIRMAN, COUNTY PLANNING COMMISSION Brookings County, South Dakota</p> <p style="text-align: center;"><b>BOARD OF COUNTY COMMISSIONERS RESOLUTION</b></p> <p>It was moved by _____ and seconded by _____ and the motion carried, that the Plat of <u>TRACT 3 AND TRACT 4 OF LASS ADDITION IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 109 NORTH, RANGE 50 WEST OF THE 5TH PRINCIPAL MERIDIAN, BROOKINGS COUNTY, SOUTH DAKOTA</u> is approved and that the County Finance Officer of Brookings County, South Dakota is hereby directed to endorse on such plat a copy of the resolution and certify the same thereon.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ County Finance Officer Brookings County, South Dakota</p> <p style="text-align: center;"><b>DIRECTOR OF EQUALIZATION</b></p> <p>I, the Director of Equalization of Brookings County, South Dakota, do hereby certify that a copy of the above and foregoing described plat has been filed in my office.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ DIRECTOR OF EQUALIZATION Brookings County, South Dakota</p> <p style="text-align: center;"><b>COUNTY FINANCE OFFICERS CERTIFICATE</b></p> <p>I, _____, the Finance Officer of Brookings County, South Dakota, do hereby certify that all taxes which are liens upon any land shown in the above plat, as shown by the records of my office have been paid in full.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>_____ Finance Officer Brookings County, South Dakota</p> <p style="text-align: center;"><b>REGISTER OF DEEDS</b></p> <p>Filed for record this _____ day of _____, 20____, at _____ o'clock, _____ m., and recorded in Book _____ of Plats on Page _____.</p> <p>_____ REGISTER OF DEEDS Brookings County, South Dakota</p>
---	--

PREPARED BY:  
  
Land Surveying and GPS Consulting  
211 E. 14th Street Suite 100  
Sioux Falls, South Dakota 57104  
Phone: (605) 339-8901 FAX: (605) 274-8951

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )
County of ORANGE )

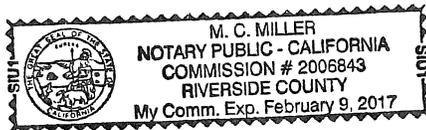
On 08/16/2016 before me, M.C. Miller, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Sandra L. Lass
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Owner's Certificate
Document Date:
Number of Pages:
Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)

Signer's Name:
Corporate Officer -- Title(s):
Partner -- Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other:
Signer Is Representing:

Signer's Name:
Corporate Officer -- Title(s):
Partner -- Limited General
Individual Attorney in Fact
Trustee Guardian or Conservator
Other:
Signer Is Representing:

# PLAT OF TRACT 3 AND TRACT 4 OF LASS ADDITION

IN THE NORTHWEST QUARTER OF SECTION 14, TOWNSHIP 109 NORTH, RANGE 50 WEST  
OF THE 5TH PRINCIPAL MERIDIAN, BROOKINGS COUNTY, SOUTH DAKOTA.

## CERTIFICATE OF TOWNSHIP ROAD AUTHORITY

I, \_\_\_\_\_, acting for Medary Township, hereby approve access as shown on the attached plat to the abutting Township roadway subject to all applicable laws, ordinances and permit requirements. Any change in the location of the proposed access shall require additional approval.

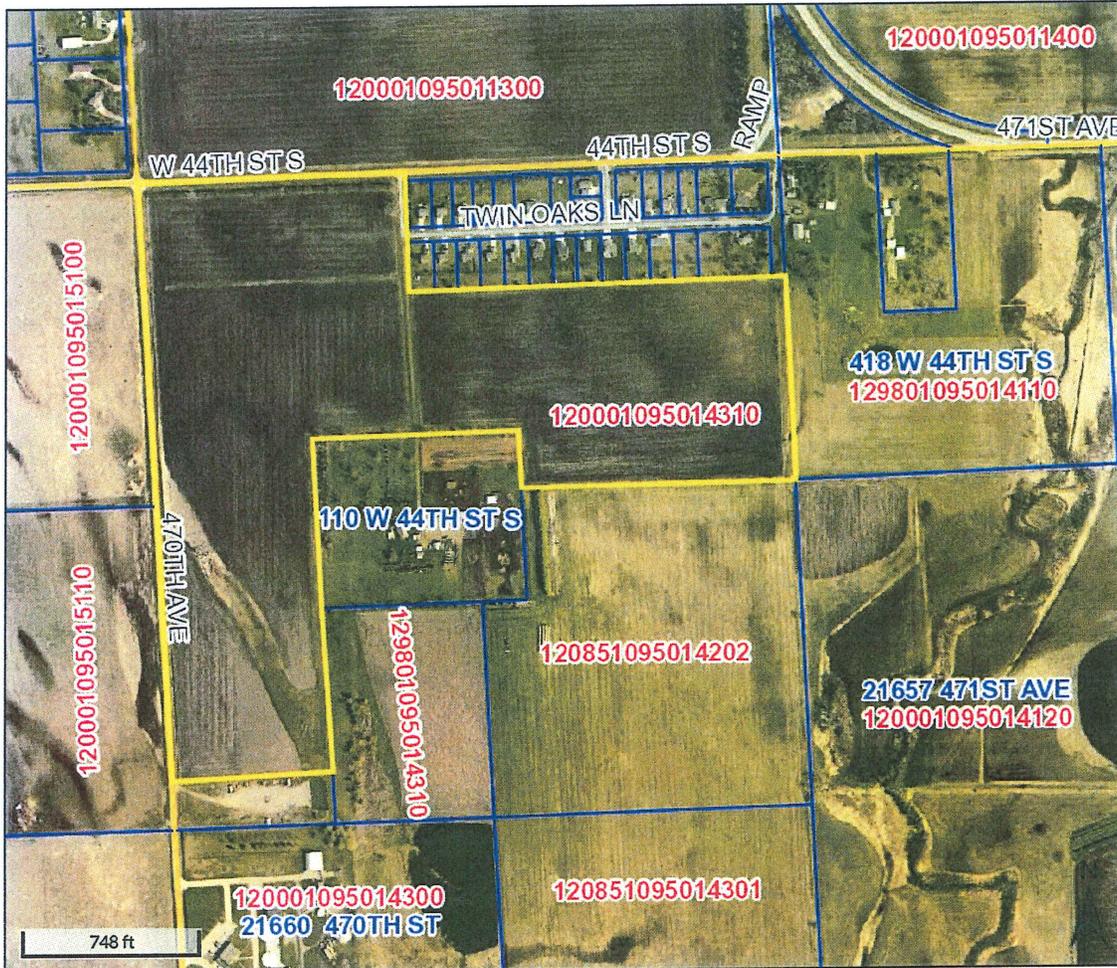
\_\_\_\_\_  
MEDARY TOWNSHIP ROAD AUTHORITY

\_\_\_\_\_  
TITLE

PREPARED BY:



Land Surveying and GPS Consulting  
211 E. 14th Street Suite 100  
Sioux Falls, South Dakota 57104  
Phone: (605) 339-8901 FAX:(605) 274-8951



Overview



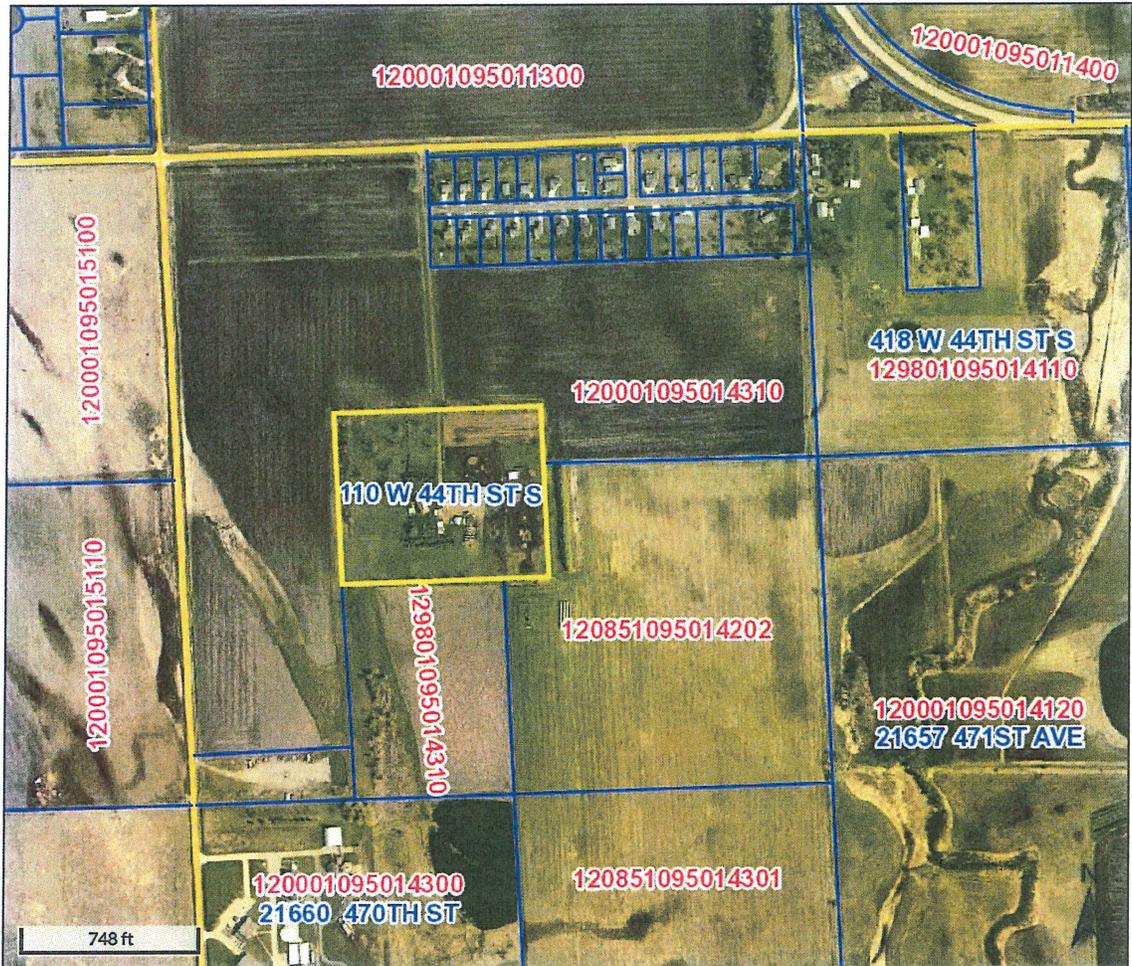
Legend

- Brookings City Limits
- City Limits
- Township Boundar
- Sections
- Parcels
- Roads

Parcel ID	120001095014310	Alternate ID	n/a	Owner Address	LASS, SANDRA L
Sec/Twp/Rng	14-109-50	Class	AGA		31513 CRYSTAL SANDS DR
Property Address		Acreege	79.67		LAGUNA NIGUEL CA 92677
District	12018				
Brief Tax Description	NW 1/4 EXC LASS ADD & EXC S 700' OF N 1793' OF W 850' OF E 1975' & EXC E 1/2 SW 1/4 NW 1/4 & EXC S 200' W 1/2 SW 1/4 NW 1/4 SEC 14 BUT INC				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 8/19/2016  
 Last Data Uploaded: 2/18/2014 4:02:57 AM

*2016 plat 007*



- Legend**
- Brookings City Limits
  - City Limits
  - Township Boundar
  - Sections
  - Parcels

Parcel ID	129801095014200	Alternate ID	n/a	Owner Address	KASDORF, ROBERT ET UX
Sec/Twp/Rng	14-109-50	Class	AGC		110 W 44TH ST S
Property Address	110 W 44TH ST S	Acreege	13.66		BROOKINGS SD 57006
	BROOKINGS				
District	12018				
Brief Tax Description	S 700' OF N 1793' OF W 850' OF E 1975' OF NW 1/4 IN SEC 14-109-50 13.66 AC				
	<i>(Note: Not to be used on legal documents)</i>				

Date created: 8/23/2016  
 Last Data Uploaded: 2/18/2014 4:02:57 AM

Developed by  
 The Schneider Corporation

*2016 plat 007*  
*(new Tract 4 area)*  
*plat*

# 2016plat008 – September 6<sup>th</sup>, 2016

Prepared by Richard Haugen

September 7<sup>th</sup>, 2016 – The Brookings County Planning and Zoning Commission voted 9-ayes and 0-nays to recommend approval of plat 2016plat008 at their September 6<sup>th</sup>, 2016 meeting.

Applicants/Owners: Jerry Danielsen, 20221 468<sup>th</sup> Ave, Bruce, SD 57220

Legal Description: “Plat of Block 1, Danielsen’s Subdivision being located in the Northeast ¼ of the Northeast 1/4 of Section 5, Township 111 North, Range 50 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota.”

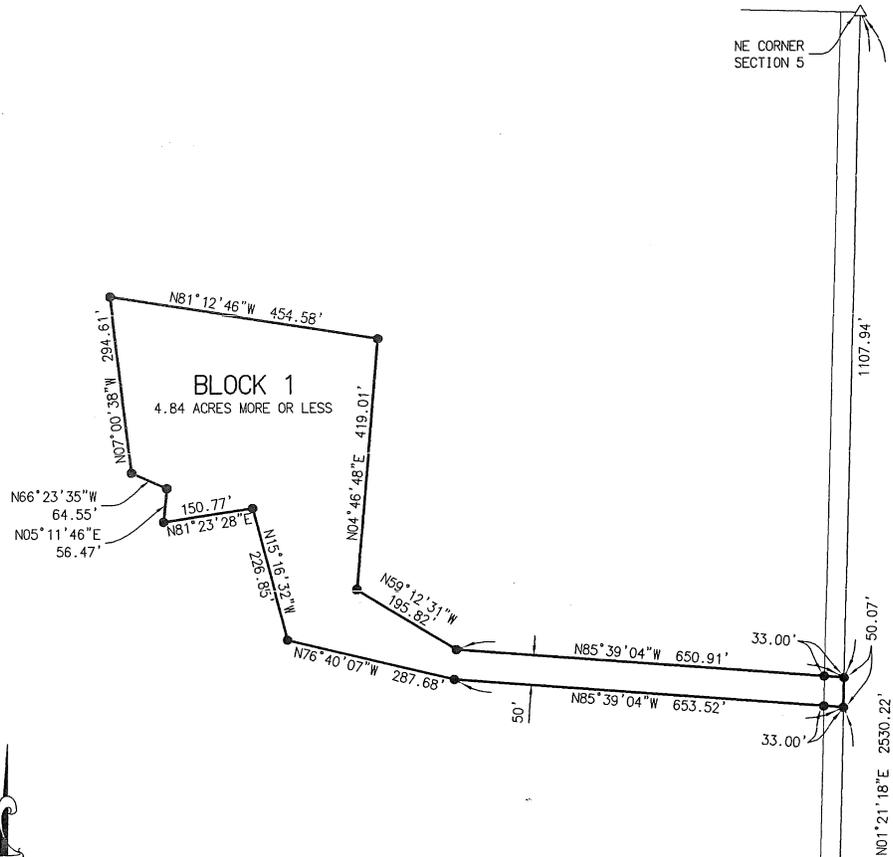
2016plat008: The Danielsen’s are platting off an existing 4.84 acre building site from the rest of their land. The building site is existing and the balance of the land is farm ground and grass.

The plat meets the platting requirements and the 2016 Comprehensive Plan-Unincorporated Rural Area Land Use statement on page 24 for Agricultural Land Use.

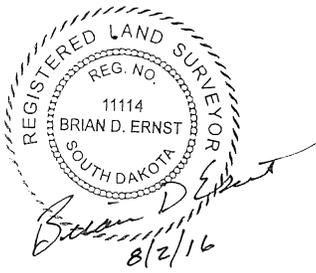
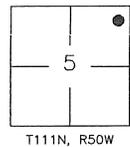
# PLAT OF

## BLOCK 1, DANIELSEN'S SUBDIVISION

BEING LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF  
SECTION 5, T111N, R50W OF THE 5th P.M., BROOKINGS COUNTY, SOUTH DAKOTA



SCALE: 1" = 100'  
 0 100'  
 AUGUST 2, 2016



**NOTES:**  
 BASIS OF BEARINGS ARE ASSUMED.  
 THIS PLAT WAS PREPARED WITHOUT  
 THE BENEFIT OF A TITLE COMMITMENT.

- LEGEND**
- △ FOUND MONUMENTATION
  - SET 5/8" REBAR WITH PLASTIC CAP #11114

PREPARED BY:  
**FORESIGHT**  
 LAND SURVEYORS  
 1311 MAIN AVE. S, BROOKINGS, SD 57006  
 PHONE: 605.695.6442 FAX: 605.697.3122

E 1/4 CORNER  
SECTION 5

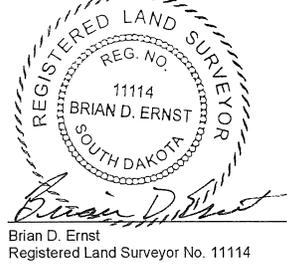
PLAT OF  
BLOCK 1, DANIELSEN'S SUBDIVISION

BEING LOCATED IN THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF  
SECTION 5, T111N, R50W OF THE 5th P.M., BROOKINGS COUNTY, SOUTH DAKOTA  
SURVEYOR'S CERTIFICATE

I, Brian D. Ernst, a Registered Land Surveyor of the State of South Dakota, did on and before the 2nd day of August, 2016, at the request of the owners, survey and plat a parcel of land located in the Northeast 1/4 of the Northeast 1/4 of Section 5, T111N, R50W of the 5th P.M., Brookings County, South Dakota. The portion of the parcel so platted being that shown on the accompanying plat as:

PLAT OF BLOCK 1, DANIELSEN'S SUBDIVISION, being located in the Northeast 1/4 of the Northeast 1/4 of Section 5, T111N, R50W of the 5th P.M., Brookings County, South Dakota

This plat correctly shows the results of this survey and each corner is marked by a pipe or monument shown. IN WITNESS WHEREOF, I have hereunto set my hand and seal this 2nd day of AUGUST, 2016.



OWNER'S CERTIFICATE

This is to certify that we, Jerry M. Danielsen and Judith A. Danielsen, husband and wife, are the owners of the tract of land located in the Northeast 1/4 of the northeast 1/4 of Section 5, T111N, R50W of the 5th P.M., Brookings County, South Dakota and referred to in the accompanying Surveyor's Certificate, and that it is free of any encumbrance.

We further certify that we requested Brian D. Ernst to plat this tract and that we hereby approve this survey and plat as:

PLAT OF BLOCK 1, DANIELSEN'S SUBDIVISION, being located in the Northeast 1/4 of the Northeast 1/4 of Section 5, T111N, R50W of the 5th P.M., Brookings County, South Dakota.

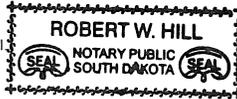
We further certify that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations. IN WITNESS WHEREOF we have hereunto set our hands this 26 day of August, 2016.

Jerry M. Danielsen  
Jerry M. Danielsen  
State of South Dakota)  
County of Brookings)

Judith A. Danielsen  
Judith A. Danielsen

On this the 26th day of August, 2016, before me, Robert W. Hill, the undersigned officer, personally appeared Jerry M. Danielsen and Judith A. Danielsen, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal:



Robert W. Hill  
NOTARY PUBLIC  
My commission expires October 6, 2018

CERTIFICATE OF HIGHWAY AUTHORITY

I, \_\_\_\_\_ acting for \_\_\_\_\_ hereby approve access as shown on the attached plat to the abutting public highway subject to all applicable laws, ordinances and permit requirements. Any change in the location of the proposed access shall require additional approval.

\_\_\_\_\_  
Signature of Highway Authority

COUNTY PLANNING COMMISSION

The County Planning Commission of Brookings County, South Dakota, hereby recommends approval of the above plat. Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Secretary of Brookings County Planning Commission

RESOLUTION BY BOARD OF COUNTY COMMISSIONERS

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_, and the motion carried, that the plat as shown hereon and as described in the accompanying certificates of and designated as PLAT OF BLOCK 1, DANIELSON'S SUBDIVISION, being located in the Northeast 1/4 of the Northeast 1/4 of Section 5, T111N, R50W of the 5th P.M., Brookings County, South Dakota, be approved and accepted and the Finance Officer is hereby instructed to endorse on such plat a copy of this resolution and to certify the same.

I, \_\_\_\_\_, Finance Officer of Brookings County hereby certify that the accompanying plat was approved and accepted by the board of County Commissioners at its meeting of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Finance Officer, Brookings County, South Dakota

DIRECTOR OF EQUALIZATION

I, \_\_\_\_\_, Director of Equalization, Brookings County, South Dakota, do hereby certify that a copy of the above plat has been filed at my office.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Director of Equalization, Brookings County, South Dakota

COUNTY FINANCE OFFICER'S CERTIFICATE

I, \_\_\_\_\_, Finance Officer of Brookings County, South Dakota, do hereby certify that all taxes which are liens upon the land shown in the above plat, as shown by the records in my office, have been paid in full.

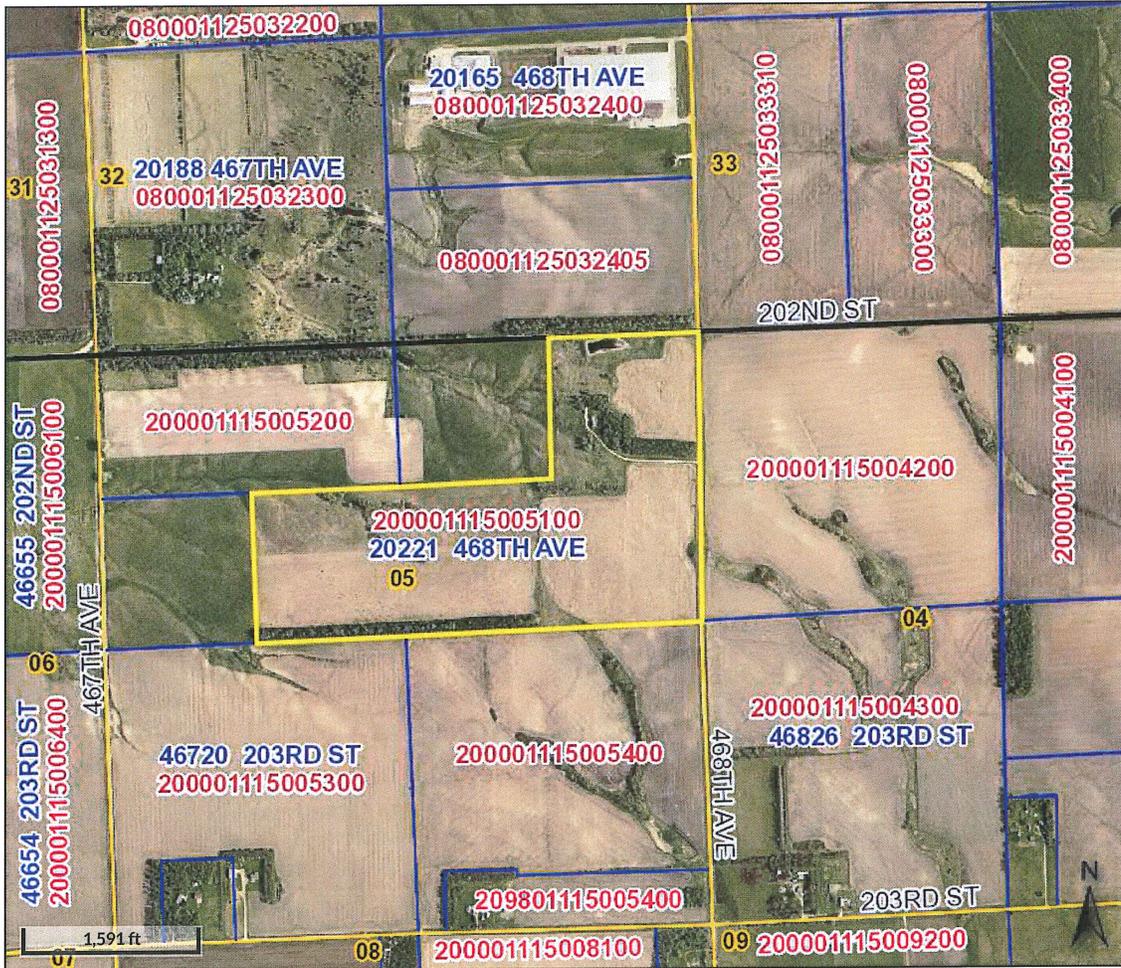
Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Finance Officer, Brookings County, South Dakota

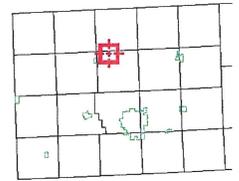
REGISTER OF DEEDS

Filed for record this \_\_\_\_ day of \_\_\_\_\_, A.D., 20 \_\_\_\_ at \_\_\_\_\_ M. And recorded in Book of Plats \_\_\_\_\_ on Page \_\_\_\_\_ therein.

\_\_\_\_\_  
Register of Deeds, Brookings County, South Dakota



Overview



Legend

-  Brookings City Limits
-  City Limits
-  Township Boundar
-  Sections
-  Parcels
-  Roads
- Floodplain 2008**
-  0.2 PCT ANNUAL CHANCE FLOOD HAZARD
-  A
-  AE
-  X

Parcel ID	200001115005100	Alternate ID	n/a	Owner Address	DANIELSEN, JERRY M ET UX
Sec/Twp/Rng	5-111-50	Class	AGA		PO BOX 336
Property Address	20221 468TH AVE BRUCE	Acreage	156		BRUCE SD 57220
District	2005				
Brief Tax Description	E 1/2 NE 1/4, SW 1/4 NE 1/4, SE 1/4 NW 1/4 SEC 5-111-50 156.0 AC (Note: Not to be used on legal documents)				

Date created: 8/26/2016  
Last Data Uploaded: 2/18/2014 4:02:57 AM

**Brookings County  
Capital Asset Form  
TRANSFERS, SURPLUS & DISPOSALS**

Complete this form for all capital asset Transfers, Disposals, or items declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

Transfer                       Surplus                       Disposal

Asset # & Description: Melroe Angle Broom Core  
No asset # -

Serial/VIN Number: 69D103001

Model or Product: Melroe

To Dispose an Asset:                      Use for parts  
Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus:     YES     NO                      Disposal Date: 10-4-2016

To Transfer between Departments:

Transfer From:	Transfer To:
Department: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Department: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Location: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Location: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Date: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	

**Finance Office Use Only**

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

**Brookings County  
Capital Asset Form  
TRANSFERS, SURPLUS & DISPOSALS**

Complete this form for all capital asset Transfers, Disposals, or items declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

Transfer                       Surplus                       Disposal

Asset # & Description: Asset # 00395  
2000 Ford F150 Pickup

Serial/VIN Number: SN-1FTRX18L4YKA54327

Model or Product: Ford F150

To Dispose an Asset: Auction  
Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus:  YES     NO    Disposal Date: 9-20-2016

To Transfer between Departments:

Transfer From:	Transfer To:
Department: <input type="text"/>	Department: <input type="text"/>
Location: <input type="text"/>	Location: <input type="text"/>
Date: <input type="text"/>	

**Finance Office Use Only**

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

Brookings County  
Capital Asset Form  
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a useful life greater than one year and original cost greater than \$500.

Transfer                       Surplus                       Disposal

Asset # & Description: Gas Dispenser  
No asset #

Serial/VIN Number: 305 S7B

Model or Product: 3/G1201P/2HJK/W

To Dispose an Asset: Sell on surplus Sale  
Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

For Surplus:     YES     NO                      Disposal Date: September 6, 2016

To Transfer between Departments:

Transfer From:	Transfer To:
Department: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Department: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Location: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Location: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Date: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:

W.O. 22128  
W.O. 22129  
W.O. 22160  
W.O. 22115

**APPLICATION FOR OCCUPANCY  
RIGHT-OF-WAY OF COUNTY HIGHWAYS**

To: The Board of County Commissioners Brookings County, South Dakota.

Application is made by Sioux Valley energy for occupancy of Right-of-Way

**ADDRESS OF PROPOSED CONSTRUCTION**

City/Township Name: Medary 109N, Section: 16 Quarter Section: NE NW (SE) SW  
Street/Avenue of Construction: 469th Ave, Nearest Intersection: 2175T  
Distance from nearest intersection: 1300 ft (North) South East West

A sketch showing the location must be attached.

The following information is pertinent to the proposed installation:

1. Intended usage 7.2 KV Distribution, Fuse Devices
2. Cable Type 1/0 Alum Jacketed
3. Outside Diameter or Pipe Size 2"
4. Method of Installation cable plow & Backhoe
5. Crossing Bituminous Roads NO

\*This installation will comply with the National Safety Code and all Federal Guidelines.

\*Warning signs will be installed where appropriate.

\*Ditches will be restored back to present condition.

\*Owner will move its buried cable or pipe, in case of road construction, at no cost to the County.

\*Prior to any road construction or maintenance within the County, the owner shall call South Dakota One-Call at 1-800-781-7474 for location of the facilities.

Signature of Applicant: Sten L. Dreyer Date: 9-1-16

Applicant Address: P.O. Box 216 Colman SD 57017

Phone: 1-800-234-1960 Fax: 1-605-256-1690

I Approve of this Application:

Signature of Adjacent Landowner: \_\_\_\_\_ Date: \_\_\_\_\_

(Owns property immediately adjacent to the public right-of-way that is affected by the Applicant's proposed installation)

Adjacent Landowner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Recommended for Approval:

By: Richard Burt Date: 9-  
(Brookings County Superintendent)

Approved: Board of County Commissioners

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Commission Chairman)





Architecture  
Interior Design  
Landscape Architecture  
Engineering

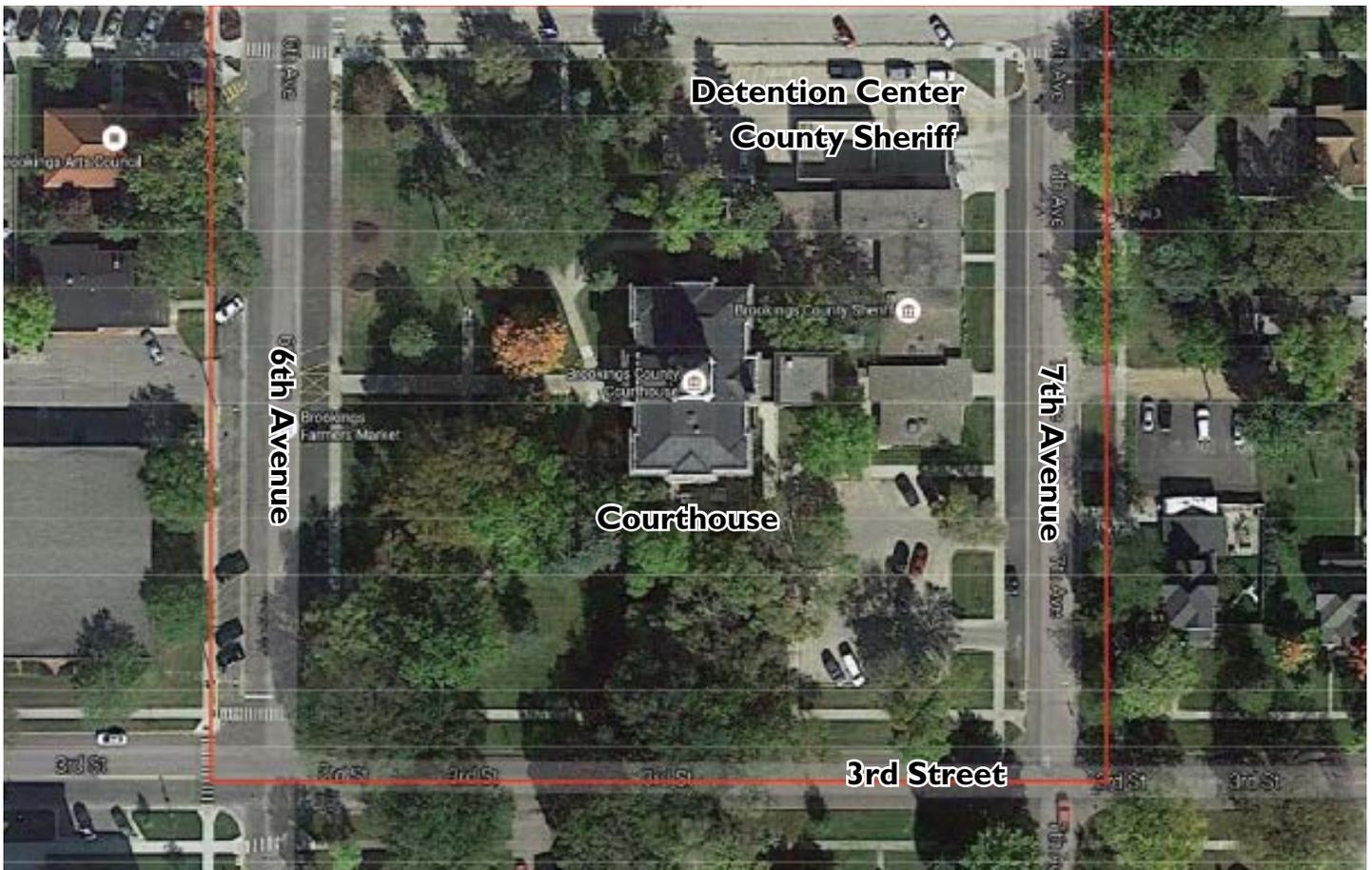
222 N Second St, Suite 101  
Minneapolis, MN 55401  
Telephone: 612.339.3752  
Facsimile: 612.339.6212  
www.bkvgroup.com  
EOE

Point of Contact:  
Bruce Schwartzman, AIA  
612.373.9104  
bschwartzman@bkvgroup.com

## PROPOSAL FOR ARCHITECTURAL SERVICES FOR

# BROOKINGS COUNTY, SD Brookings County Detention Center Study

JULY 8, 2016





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Architecture  
Interior Design  
Landscape Architecture  
Engineering

222 N 2nd St. Suite 101  
Minneapolis, MN 55401  
612.339.3752  
www.bkvgroup.com  
EOE

Contact:  
Bruce Schwartzman, AIA  
Partner  
612.373.9104  
bschwartzman@bkvgroup.com

July 8, 2016

Ms. Stacy Steffensen  
Brookings County Commission Office  
520 3rd Street, Suite 210  
Brookings, SD 57006

Dear Ms. Steffensen, the Commission, and the Jail Committee:

On behalf of BKV Group and our team, we appreciate this opportunity to submit our proposal for architectural pre-design services for the Brookings County detention center. BKV Group has completed over 125 studies and projects for County, City, and State courthouse and justice government facilities throughout the Midwest. Jail planning and design has been a focal part of the careers of our senior leadership. With the team leadership of Bruce Schwartzman, AIA, our team brings years of justice planning and design expertise to assist Brookings County in achieving its goals. Our team also brings extensive experience in both new and remodeling of detention projects.

Our approach to the planning of your project is to work closely and collaboratively with the County and the Jail Committee to share our experiences and skills in correctional planning to produce an option that examines your long-range requirements and incorporates short-term options based on your allotted budget. With the concept options we review the pros and cons as well as possible cost. As we begin the planning effort, our first step will be to make sure we understand all goals, objectives, and expectations. We strongly believe that a collaborative team approach is the best way to develop design solutions that respond to our client's vision and long-range needs. We will work with the County, Jail Committee and all stakeholders in developing concept options that are appropriate, efficient, safe and secure while assessing short and long-term cost and operational needs.

Our Project Management Process ensures all items are identified, data is developed in a thorough manner; all pertinent issues are reviewed, and a consensus is reached on the appropriate direction to proceed. The end result is a total building that is functional, high quality, on budget, and on schedule. In addition to architecture, BKV has in-house services for interior design, engineering, landscape and construction administration, which help to facilitate an efficient, well-coordinated and comprehensive process. Bruce Schwartzman will lead the team. Bruce brings over 33 years of justice planning and design. His experience has involved planning and design detention projects throughout the country as well as in Hawaii. Our senior planner, DuWayne Jones, has completed numerous correctional facilities and is a valuable member of our government and planning team.

To add to our team's strengths, we're including Professional Project Management (PPM) and Brinkman Companies Inc. who will provide cost estimating and correctional operational planning services, respectively. While we design and oversee construction of projects in many areas of the county we have had some clients that like the support of a local architect during construction. If that is a concern and goal for the county we would be glad to review that strategy and select a local partner firm to support the project objectives.

Bruce will be leading the process from start through completion and will be the main point of contact for the BKV team and the County. All of our team members will stay involved and engaged throughout the project duration. We are committed to Brookings County and the Sheriff's office in providing the exceptional services in the planning of your detention center.

We look forward to the opportunity to work with you and are ready to begin work immediately.

Please feel free to contact me at 612.790.7605 for any additional information or assistance.

Sincerely,  
**BKV Group**

Bruce Schwartzman, AIA  
Partner-in-Charge



BKV Group is a full-service architecture, engineering, interior design, landscape architecture and construction administration firm. Over the last 38 years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Chicago, Minneapolis, and Washington DC, serving clients locally and nationwide. Collectively, we represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through our full-service structure, we offer our clients a single source for all aspects of design and construction administration services.

BKV Group is an established leader in justice facilities, jails and other government facilities planning and design. BKV Group has completed over 125 projects for county, State, and municipal clients, including justice facilities and other government facilities across the Midwest. The team leadership of Bruce Schwartzman, AIA, brings extensive design experience in both new and remodeled courthouse and jail projects and the latest in jail planning innovation.

BKV Group has added to our team Brinkman Companies Inc. to provide correctional operational planning services. Cost estimating services will be supported by Professional Project Management (PPM). We have a strong working relationship with PPM and have successfully completed many projects together as well as with Brinkman Companies. Brinkman Companies is a great addition to our team and will assist us and the County with a higher level of detention center planning expertise.

## FIRM CULTURE & PROCESS

Our firm's culture is based on a highly collaborative design model. We strive to cultivate client relationships where creativity can flourish, leading to architectural solutions that enhance and inspire our client's program. We engage our clients, value their objectives and develop innovative design solutions that make meaningful contributions to the built environment.

### Year Established

1978

### Ownership

Privately Owned

### Firm Employees

150

### Practice Areas

Government, Multifamily  
Housing, Corporate/Hospitality

### Locations

Minneapolis, Chicago,  
Washington DC

### Office

222 North Second Street  
Suite 101  
Minneapolis, MN 55401  
Phone: 612.339.3752

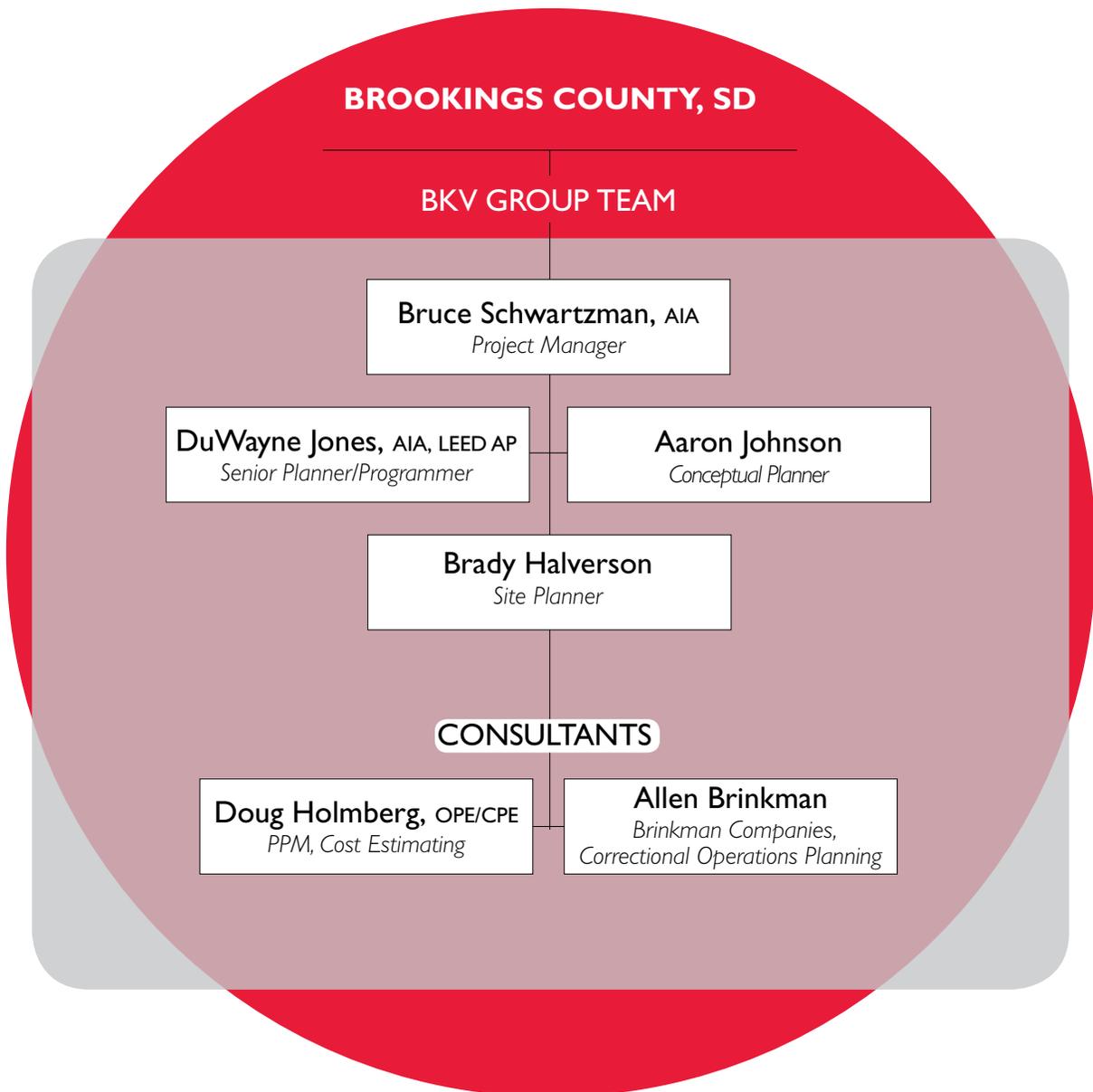
### Contact

Bruce Schwartzman, AIA  
Partner-in-Charge  
612.373.9104  
bschwartzman@bkvgroup.com

Jack Boarman, AIA, CEO  
Professional Architect  
SD#4926

BKV Group team has a strong background in jail planning and design. Our goal is to bring our most experienced team to partner with Brookings County and all stakeholders to provide oversight, planning, design, support, and coordination to produce a jail design that confidently and successfully meets the County's needs. Each project team member and our entire team, as outlined below and in Section 4 - Firm Capacity, will all be made available as necessary to assure a successful project and schedule adherence.

Bruce Schwartzman will be the point of contact for the County and provide oversight and coordination to the planning team and the County.



From the very beginning the BKV team views our role with the County as being a partner to provide a thorough and comprehensive study that will assist the County with your current and long range planning. The foundation for the success of all of BKV's studies and projects is based on our experience, collaboration and consensus based communication that involves input and involvement from all stakeholders.

The BKV team will work closely with the County, the Jail Committee, all departments and all stakeholders to review goals, criteria and expectations at the start to help assure that the County's objectives and schedule will be met. Throughout the process BKV will assist the County in preparing and presenting updates to the Council and community. Providing regular reviews and updates helps to make sure that all concerns, questions and options are heard and considered through the development of the study.

### Phases of the Study

We tailor each study to focus in on the needs and objectives of each client. Over our 38 year history we have refined our approach and task to be address client request and develop data that is comprehensive. The following are the steps that we anticipate to address the detention and justice study requirements of Brookings County as stated in the RFP.

### PART A – Discovery

Successful planning efforts must begin with an understanding of the existing facilities and all previous studies and reports. Our discovery phase simply put is making sure we are knowledgeable of all that information prior to the initial kickoff meeting.



### PART B – Kickoff Meeting & Tours

The kickoff meeting would involve meeting with the Jail Committee and any other stakeholders. This is a very interactive process where we:

- Summarize main aspects of previous reports.
- Review County goals, objectives and expectations for the pre-design phase.
- We tour all existing and proposed buildings and sites and documents information for the study.
- Establish a study schedule that properly identifies all task, submittal and meeting dates.

### PART C - Detention Facility Space Programming & Confirmation

To fully understand and help develop long range planning needs, current and potential future changes need to be explored.

Per the RFP and our conversations with the Sheriff we understanding that the immediate need is to address space requirements for the 24/7 program as well and booking and support space. We would start by reviewing with the team the immediate space requirements, the capacity of those spaces and location requirements. We would also discuss possible long range changes and ways to accommodate that need in the future. This information would be documents in a summary area program that identifies the space and the requirements for each space. We will prepared detailed programs for each area.

Our space planning review will be based on our experience doing these types of projects, the county's specific requirements as well as possible requirements when utilizing ACA (American Correctional Association) guidelines.



**PART D – Concept / Site and Floor Plans**

From the current and long range space requirements as well as the existing floor plans we will prepare concept plans that identify options to address the space requirements, which include:

- Two Safe Rooms
- Work Release Center for Female Inmates
- Control Room
- Enclosed Garage
- Kitchen
- Nurse / Medical Office
- Cell Blocks
- Jail Administrator’s Office
- Other Administration Offices
- Juvenile Holding Area

Part of this exercise deals with site constraints, and all possible impacts that could create construction conflicts or cost impacts. We will review occupancy and phasing impacts and how best to accommodate construction while still maintaining security requirements. Each option we develop graphic materials that illustrate the concept. We understand the importance of best utilization of existing facilities and budget constraints. This experience has made us successful in developing appropriate concepts that work.

With each option we will go through an evaluation process of pros and cons weighing how well each option satisfies the County’s project objectives.

**PART E – Operational Analysis & Project Cost Estimates**

From the approved concept plans we will prepare operational and cost estimates. The operational analysis will identify projected utility, maintenance and staffing yearly cost. The project cost estimates will identify all potential construction and soft cost associated with each option to provide a full understanding of all possible project cost. All projects must balance needs with cost efficiency in their ultimate solution. The cost-to benefit analysis for the value of options is crucial in a government project.

**PART F – Awareness & Information**

Part of our process is public engagement, during the study process the team actively participated in presenting information to the Jail Committee County, Board as well as public town hall meetings. The town hall meetings gives the community the opportunity to hear and understand the “whys” of the project and their opportunity to have their questions answered. Our team has a history of working on government projects that require a detailed public engagement plan as part of the process. There are a number of ways to share the information with the public that we will explore with the Jail Committee and the County.

**The Next Step**

- Schematic Design, Design Development, Bidding and Construction Administration

The RFP references our processes for these phases. Given the limited pages we have added this information as a supplemental attachment at the end of our proposal.

**Section 4 — Firm Capacity**

BKV Group has 36 full-time licensed architects, including one architect licensed in South Dakota, and two architects currently pursuing licensure in South Dakota. BKV Group has carefully selected professionals from this team who will bring continuity and thoroughness to the County’s project. Our team is available to begin working with Brookings County immediately. We will each be involved and available throughout the project from start to finish.

TEAM MEMBER	ROLE ON PROJECT	% OF TIME AVAILABLE
Bruce Schwartzman, AIA	Partner-in-Charge	30%
DuWayne Jones, AIA	Senior Planner	35%
Brady Halverson, RLA	Site Planner	25%
Doug Holmberg, OPE/CPE	Cost Estimator	30%
Allen Brinkman	Correctional Operations Planner	45%



#### Education

University of Arizona -  
Architecture

#### Registration

Professional Architect  
MN # 27026  
AZ # 29201  
MD # 8589

#### Professional Affiliations

American Institute of Architects  
American Jail Association  
American Correctional  
Association  
AIA Committee on Architecture  
for Justice

#### Honors and Awards

2010 Academy of Architecture for  
Justice (AAJ) Citation Award, Blue  
Earth County Justice Center, MN

2000 US General Services  
Administration Awards (GSA),  
Lloyd D. George U.S. Courthouse,  
Las Vegas, NV

1999 Academy of Architecture  
for Justice (AAJ) Citation Award,  
Regional Justice Center

1997 Academy of Architecture  
for Justice (AAJ) Citation Award,  
Henderson (Swadel) Justice  
Center

1996 Academy of Architecture  
for Justice, (AAJ) Citation Award -  
Emergency Services Facility

1994 Academy of Architecture  
for Justice (AAJ) Citation Award,  
North East Philadelphia Prison

#### Publications

Arch Record, 03/1999 - Las Vegas  
Federal Courthouse and Regional  
Justice Ctr

## Bruce Schwartzman, AIA

Project Manager

Bruce Schwartzman has over 35 years of governmental, correctional and judicial project experience, with a focus over the last 27 years on justice architecture. In that time Bruce has been involved with 32 courts studies and projects, totaling over 150 courtrooms as well as 44 jail and prison studies and projects. On his projects, Bruce is typically involved in the early processes of programming, space analysis and master planning, and has taken the majority of his projects from Schematic Design through owner occupancy. As a lead correctional designer / planner, Bruce understands the importance of proper planning, scheduling, cost control and, most of all, the importance of good client and team communication throughout the project. Over the years Bruce has fine-tuned a detailed project design approach that has resulted in well planned facilities that are within budget and on schedule.

### Partial Project Experience

Codington County Justice Facility Pre-Design Study, Codington County, SD  
Pennington County Gov. Center Master Plan & Assessment Study, Thief River Falls, MN  
Pennington County Space Needs Analysis & Facility Needs Planning, Thief River Falls, MN  
Pennington County Study & Justice Center; New Facility, Thief River Falls, MN  
Le Sueur County Courthouse and Jail, Master Plan, Addition & Renovation, Le Center, MN  
Leech Lake Band of Ojibwe Justice Center; Cass Lake, MN  
Scott County Government Center & Justice Center Feasibility Study, Shakopee, MN  
Wadena County Courthouse Concept Study & Remodel, Wadena, MN  
Blue Earth County Justice Center and Jail, Mankato, MN\*  
Chisago County Law Enforcement Center & Jail, Center City, MN\*  
Clark County Detention Center, Las Vegas, NV\*  
Dane County Justice Center; Madison, WI\*  
Douglas County Jail, Alexandria, MN\*  
Douglas County Court Holding Remodeling, Alexandria, MN\*  
Eau Claire County, WI Courts and Jail Feasibility Study \*  
Henderson Justice Facility and Jail, Henderson, NV\*  
Houston County Justice Center and Jail, Caledonia, MN\*  
Kanabec County Jail, Mora, MN\*  
Mille Lacs County Jail Expansion & Remodeling\*  
Mille Lacs County Courts and Government Center Mater Plan, Milaca, MN\*  
Nye County Justice Facility, Tonopah, NV\*  
Pope County LEC, Jail / Courts Security Master Plan, Glenwood, MN\*  
Regional Justice Center, Las Vegas, NV\*  
Stevens County Government Center and Jail Planning and Remodeling, Morris, MN\*  
Wabasha County Government & Criminal Justice Study, Wabasha, MN\*  
Waseca County Jail and Courts Feasibility Analysis, Waseca, MN\*  
Maryland Correctional Institution – New Housing Unit Expansion, Jessup, MD\*  
Minimum Security Housing Unit Expansion at 5 PA Prisons, Muncy, Mercer, Fayette,  
Somerset and Frackville, PA\*  
Roxbury Correctional Institution Kitchen Expansion, Hagerstown, MD\*

\* Project experience prior to joining BKV Group.

**Education**

Bachelor of Architecture,  
University of Minnesota, 1992

**Registration**

Professional Architect  
MN #42169

**DuWayne Jones, AIA, LEED AP, GGP**

Senior Project Architect

DuWayne Jones has over 22 years of experience with government facilities, including judicial centers, courthouses, and Native American facilities. As a senior project architect, his responsibilities include organizing, directing and executing work assignments, monitoring the budget, scope and schedule for multiple projects at a time. DuWayne has concentrated his professional practice on translating design vision into built reality through a comprehensive knowledge of construction technologies. He is committed to understanding each client's mission and unique project requirements, and helping to deliver timeless, durable buildings that enhance their operational goals.

**Partial Project Experience**

Codington County Justice Facility Pre-Design Study, Codington County, SD  
 Pennington County Study & Justice Center, New Facility, Thief River Falls, MN  
 Wadena County Courthouse Concept Study & Remodel, Wadena, MN  
 Leech Lake Band of Ojibwe Justice Center, Cass Lake, MN  
 Le Sueur County Courthouse and Jail, Master Plan, Addition & Renovation, Le Center, MN  
 Roberts County Jail, Sisseton, S.D.\*  
 Aitkin County Jail/LEC and Courthouse Expansion (80 beds), Aitkin, MN\*  
 Blue Earth County Justice Center, Mankato, MN\*  
 Brown County LEC/Jail (50 beds), New Ulm, MN\*  
 Polk County Justice Center/NWRCC Jail (228 beds), Crookston, MN\*  
 Traverse County Jail/LEC (10 beds), Wheaton, MN\*  
 Wilkin County Jail/LEC (22 beds), Breckenridge, MN\*  
 Hennepin County Adult Corrections Facility Administration Building, Plymouth, MN\*  
 Roseau County Jail & Social Services Building, Roseau, MN\*  
 Beltrami County Jail Remodeling, Bemidji, MN\*  
 Mower County Justice Center, Austin, MN\*  
 Redwood County Justice Center, Redwood Falls, MN\*  
 Wabasha County Justice Center, Wabasha, MN\*  
 MCF-Oak Park Heights Security Systems Upgrade, Oak Park Heights, MN\*  
 MCF-Stillwater Kitchen Master Plan, Bayport, MN\*  
 MCF-Lino Lakes Administrative Segregation Unit (160 beds), Lino Lakes, MN\*  
 MCF-Lino Lakes Education Department, Lino Lakes, MN\*  
 MCF-Lino Lakes Food service Facility Remodeling, Lino Lakes, MN\*  
 MCF-Lino Lakes FI&B Building Staff Relocation Study, Lino Lakes, MN\*  
 MCF-Lino Lakes Temporary Housing Facility, Lino Lakes, MN\*  
 MCF-Moose Lake Dining Hall Remodeling, Moose Lake, MN\*  
 MCF-Moose Lake Remote Locking, Moose Lake, MN\*  
 MCF-Oak Park Heights Canteen System Feasibility Study, Oak Park Heights, MN\*  
 MCF-Red Wing Secure Detention Cottage (30 beds), Red Wing, MN\*  
 MCF-Shakopee 48-bed and 62-bed Housing Units, Shakopee, MN\*  
 MCF-Stillwater Upgrade to Electrical & HVAC in Administration Building, Bayport, MN\*  
 MCF-Stillwater Warden's Residence Remodeling Study, Bayport, MN\*  
 MCF - Stillwater Old Segregation Unit Conversion, Bayport, MN\*

\* Project experience prior to joining BKV Group.



Education  
 University of Wisconsin,  
 Platteville Double  
 Option Degree:  
 Construction Engineering  
 and Environmental  
 Engineering  
 University of St. Thomas  
 MBA

Registration  
 Professional Construction  
 Cost Estimator

Brinkman  
 Companies Inc.



Education  
 St. Cloud State University  
 Business Management

**Douglas L. Holmberg, OPE/CPE**

Cost Estimator

Doug is a Registered Professional Construction Cost Estimator, one of only a few in the state of Minnesota with this designation. He is also past President of the American Society of Professional Estimators, MN chapter. Doug's services range from preliminary budgeting and planning to serving as an Owners Authorized Construction Manager to oversee and coordinate an entire project from conceptual design through construction.

**Partial Project Experience**

- Codington County Justice Facility Pre-Design Study, Codington County, SD
- Rosebud Sioux Tribe Correctional Facility, Mission, SD
- Yankton Sioux Tribe Detention Center, Wagner, SD
- Leech Lake Justice Center, Cass Lake, MN
- Bayfield County Courtroom Remodeling, Washburn, WI
- Beltrami County Jail Renovation Pre-Design, Bemidji, MN
- Dakota County Judicial Center Remodel, Hastings, MN
- Dakota County Law Enforcement Center 8100 Block Renovation, Minneapolis, MN
- Hennepin County JDC Medical Unit Build-Out & Renovation, Minneapolis, MN
- Mower County Justice Center, Austin, MN
- Olmsted County Detention Center, Rochester, MN
- Redwood County Justice Center, Redwood Falls, MN
- Skagit County Community Justice Center, Skagit County, MN
- Steele County Detention Center, Owatonna, MN

**Allen Brinkman**

Correctional Operations Planner

Allen began his career in corrections in 1990 as a correctional officer where he inspected all Adult, Juvenile and Municipal facilities licensed by the Minnesota Department of Corrections and participate in Security Audits of the state and private prisons. He was responsible for the review and approval of construction and remodel projects. He specializes in operational assessments, planning, staffing analysis and facility design. Allen continues his work as a consultant for Correctional and Behavioral Health Facilities. It is Allen's philosophy to educate the owner on all aspects of facility design, construction and operation.

**Partial Project Experience**

**Planning/Pre-Design/Programming Consultant:**

- Codington County Justice Facility Pre-Design Study, Codington County, SD
- Roberts County Jail, Roberts County, SD
- Ottertail County Jail (180 beds), Ottertail County, MN
- Jail/criminal justice complex, Buffalo County, NE
- Jail/law enforcement facility, Traverse County, MN
- Renville County Jail, Renville County, MN
- Kanabec County Jail, Kanabec County, MN
- Faribault County Jail, Faribault County, MN
- Martin County Jail, Martin County MN

**Projects reviewed as Senior Inspector at the MN Department of Corrections:**

- |                        |                      |                       |
|------------------------|----------------------|-----------------------|
| Aitkin County Jail     | Dakota County Jail   | Pine County Jail      |
| Becker County Jail     | Goodhue County Jail  | Polk County Jail      |
| Blue Earth County Jail | Hennepin County Jail | Ramsey County Jail    |
| Carlton County Jail    | Hubbard County Jail  | Rice County Jail      |
| Clay County Jail       | Isanti County Jail   | St. Louis County Jail |
| Clearwater County Jail | Itasca County Jail   | Scott County Jail     |
| Cook County Jail       | Nobles County Jail   | Sherburne County Jail |
| Crow Wing County Jail  | Olmstead County Jail | Stelle County Jail    |

We at BKV pride ourselves on a higher than typical level of internal reviews. The outcome of this has been well developed and detailed documents that produce:

- Minimal conflicts during bidding & close bid results
- Minimizes issues and questions during construction
- Minimizes discrepancy and change orders during construction

The accuracy and integration of disciplines is maintained through a multi-level review process throughout the project by the professional A/E team, and with key independent check-set review by our team's qualified Construction Administration staff, as well as using cutting edge building information technology to check for compliance and discipline integration via a clash detection report. BKV Group is a full service firm with internal structural, mechanical and electrical engineering, interior design and landscape. Being all under one roof promotes a close collaboration which assists in the coordination and quality control process.

**First Level Quality Control:** Since 1978, we have developed and continue to evolve a system of project checklists specific to each phase of project development. These lists have been developed by both success and failures and are organized based upon stage of development of the project with clearly identified task team member responsibility and cross coordination. Checklists are dispersed team wide, and joined weekly for consolidated assessment of completed and outstanding tasks. As new items are identified throughout the project, those items are added and a project specific checklist is instated. After the checklist review is complete we perform an integrated BIM model clash detection report which displays areas of conflict so that we can visually see this issue as well as create a narrative report. This assures our team that we are integrating our disciplines and the architectural and engineering disciplines are coordinated.

**Second Level Quality Control:** This occurs through weekly full team meetings. These meetings utilize the checklists of outstanding items as an agenda for weekly tasks and interdisciplinary coordination. One-two times a month, the senior professional in each discipline collects the documents and checklist to perform intermittent cross-checking of document development. Identified components requiring collaboration or development and resolution occur within these full-discipline weekly meetings. Bi-weekly single-discipline review of our items, and collaboration within the office environment



also occurs. We are proud that our architects and engineers sit immediately adjacent to each other and believe that this daily interaction has led, in a significant way, to our level of quality control.

**Third Level Quality Control:** Occurs with phase-specific independent checks prepared at midpoint and prior to the conclusion of the working drawings. These checks are performed by a key member of the organization with deep experience in construction and constructibility. Review will be made for both quality control and for preparation of the construction administration phase. The project review will include maintenance of technical quality, "constructability," and "bid-ability" of documents as they are developed at each design phase. With professional design disciplines in-house, our in-house technical review assures our team produces a comprehensive and coordinated final building set.

In addition we have senior full-time architectural staff whose primary responsibility is to review the drawings and specifications at each phase of project development. This helps to assure constructibility and cross coordination. On some projects we have worked as a team with construction managers during the design phases. This adds another level of cross check and coordination that helps in the production of quality documents.

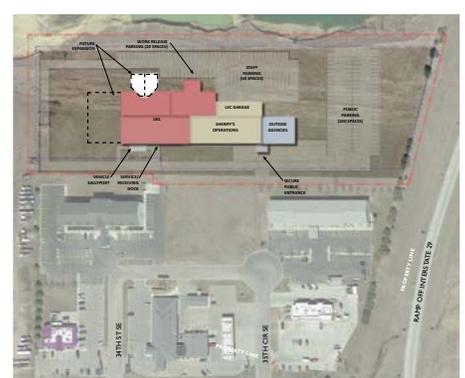
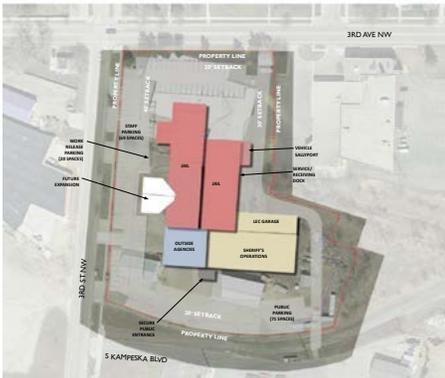
**Construction Administration:** During this phase the best approach to assist in a smooth and well-constructed project is prompt involvement with the contractor. This goes beyond the standard bi-monthly meetings; at BKV Group we have a team of experienced construction administrators. They work closely with the design team and the contractor to address issues as they arise in an efficient and collaborative manner.

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## Section 6 — Litigation History

BKV Group has not had any litigation with any of our past county clients during the last five years, including binding arbitration, nor are we party to any pending litigation or binding arbitration. In addition, BKV Group has not had a contract for services terminated for any reason in our 38-year history.





**Programmed building size:**

- Court Services: 29,638 SF
- Sheriff's Operations: 20,903 SF
- Jail: 34,694 SF

**Jail bed size:**

120 beds w/expansion ability

**Project cost:**

To be developed by August 2016

**Owner reference:**

Commissioner Lee Gabel, PMP  
Colonel, U.S. Army (retired)  
605.880.1278  
dlee.gabel@gmail.com

Sheriff Toby Wishard  
14 1st Ave SE, Watertown SD 57201  
605.882.6280  
twishard@codington.org

Jail Administrator Tom Walder  
TWalder@codington.org

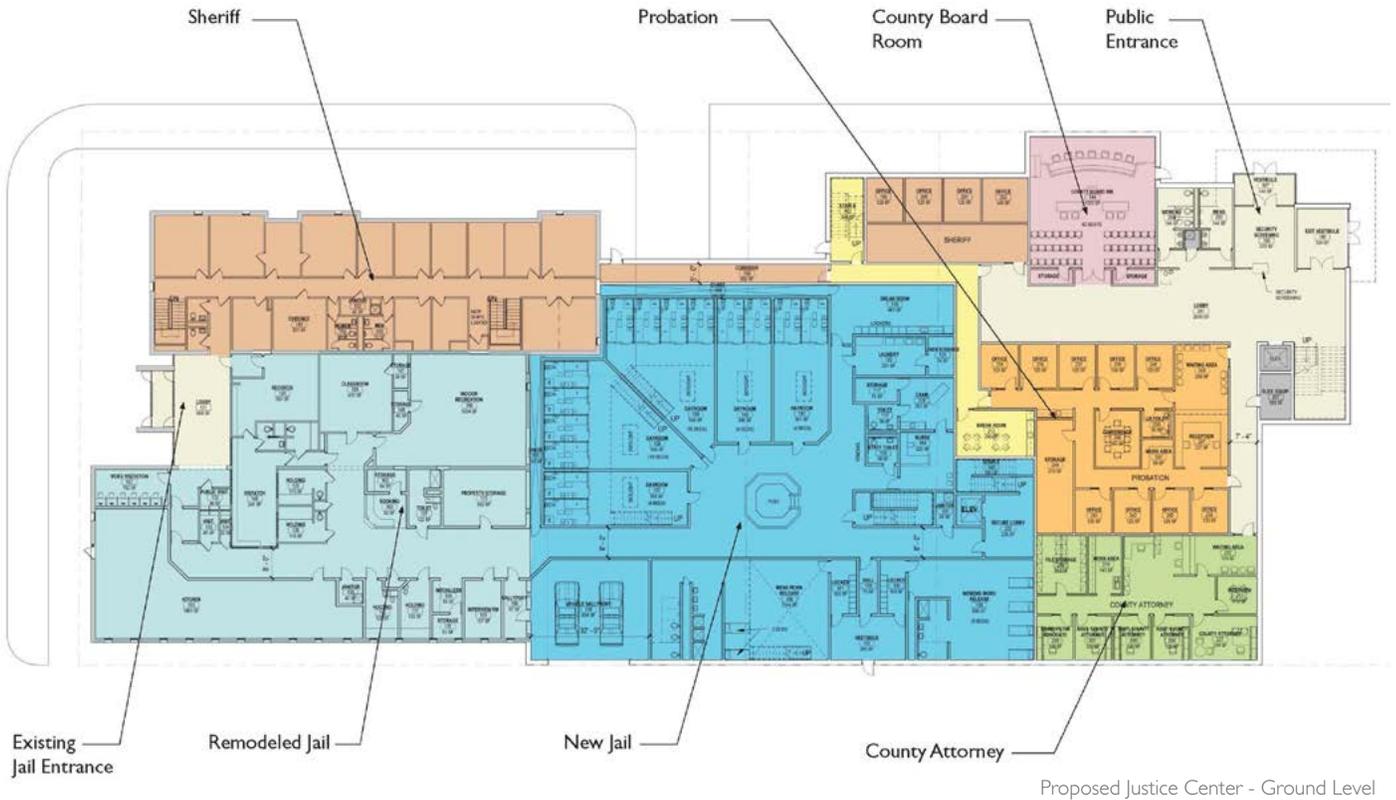
# CODINGTON COUNTY JUSTICE FACILITIES

CODINGTON COUNTY, SOUTH DAKOTA

Codington County has been experiencing jail overcrowding and lack of required judicial operational space for over 20 years. In that time the County has had a variety of analysis and reports completed. In March of 2016 BKV Group was hired by the County to review and confirm previous data and provide support and clarity on the how best to proceed. The pre-design study that BKV is doing will address:

- Review of existing conditions
- Review and verification of projected jail capacity requirements
- Space programming for Sheriff Operations and the jail
- Site concept planning and analysis for best option
- Concept planning
- Operational analysis
- Projected project cost
- Public awareness assistance

To provide proper and thorough support to the county's goals, BKV developed a schedule with the county that identified six workshops with the county's judicial committee and four public meetings. The schedule established for the pre-design study is based on the county's requirements.



## PENNINGTON COUNTY STUDY AND JUSTICE CENTER

THIEF RIVER FALLS, MINNESOTA

Bruce Schwartzman has been working with Pennington County for over 9 years. Over that time he has developed a relationship of trust and confidence in the professional services he has provided. In the last 5 years BKV has completed a number of facility studies and remodeling projects for the County. BKV is now working with the County on a new justice center. Like many older courthouses its lacking in security, operational space and zone separation of public, staff and inmates. The jail was built in 1974 and is a linear design which creates increased supervision requirements. To move inmates to court requires taking inmates out of the jail across a main street and in to the court in public hallways. This unsecured movement puts staff and inmates at risk and creates a possible liability for the county. Based on these items and jail noncompliance issues the County Board decided to proceed with a new justice center. The plan builds on expansion and remodeling of the existing jail to best utilize existing building area. The balance of the building will provide space for probation, county attorney and district courts.

**Building size:**

67,628 SF

**Courtroom number:**

2

**Jail beds number:**

94

**Project cost:**

Estimated at \$16M

Bid amount \$15.3M

**Owner reference:**

Commissioner Darryl Tveitbakk

108 Parkview Street East

Thief River Falls, MN 56701

Email: detveitbakk@co.pennington.mn.us

Phone: 218-681-0963

Sheriff Ray Kuznia

218-681-6161

rkuznia@penningtonsheriff.org

**Building size:**

132,000 SF

**Courtroom number:**

2

**Jail beds number:**

144

**Project cost:**

\$19.8 Million

**Owner reference:**

411 S. Broadway  
 Albert Lea, MN 56007  
 Glen Mathiason  
 2011 Board Vice-Chair  
 507.383.8274  
 glenmath@frontiernet.net

## FREEBORN COUNTY GOVERNMENT CENTER ADDITION AND RENOVATION

ALBERT LEA, MINNESOTA

The 112,000 square foot Freeborn County Government Center provides new county courts, administrative office, law enforcement center and a jail onto a compact downtown site around the original 1888 courthouse. BKV's courtroom design provides enhance security and function for the County, and is an aesthetically pleasing backdrop for the historic landmark.

**Design Challenges and Resolutions:** The design challenges were multiple with phasing on the same site for existing and new, a historic county courthouse to be restored and reused and a conservative community that viewed itself as built out and not growing.

**Community Attitude:** As we prepared the space needs and 25 site master plan we conducted various open meeting visioning sessions with the community to review the existing conditions that were inefficient with unsecure conditions in the existing facility for county offices, courts, sheriff and jail. We did a master plan that presented new space saving and productive design concepts that would utilize their staff better and reduce new hires and turnover. For the sheriff we illustrated what a modern law enforcement facility needs to be to properly support the needed services and inmate requirements. For the courts we provided flexibility with several courtrooms sized for the procedures and occupancy for better and faster proceedings. As a result the county leaders illustrated added value and detention security demands to the community to justify the facility.

**Building size:**

112,085 SF

**Courtroom number:**

2

**Jail beds number:**

128

**Project cost:**

\$23.5 Million

**Owner reference:**

Pine County Government Center

John Stieben, former County Coordinator

c/o Element St. Paul

662 Cromwell Ave

St. Paul, MN, 55114

651.659.7233

Rick Boland, Jail Administrator

Pine County Government Center

635 Northridge Drive NW, Suite 130

Pine City, MN 55063

Phone: 320.629.8380

## PINE COUNTY JUSTICE CENTER

PINE CITY, MINNESOTA

BKV Group assisted Pine County in the implementation of a new 112,085 sf government center, including complete architectural, interior design, and electrical, structural and mechanical systems design from pre-design/master planning phase through construction. The facility consists of a new district courts including three new court suites, county administration, social services, county attorney, court services, a 140-bed direct supervision and flexible custody podular jail.

The design ensures safety and security by providing access/exiting options and vehicular restrictions maintaining a high degree of security while providing the ability to serve the public that is essential to government facility operations. The open ended design allows for expansion options at both ends of the building.

The three story building consists of main level offices for the county coordinator and human resources, court services, county recorder, auditor, assessor, treasurer, Social Services, Women and Children's program (WIC) and the county board room, and an upper level with three courtrooms plus judges, courts administration and county attorney offices.



**Building size:**

New and remodeling estimated at 84,086 SF

**Courtroom number:**

2

**Jail beds number:**

46

**Estimated construction cost:**

\$18,912,962

**Owner reference:**

Darrell Pettis, County Administrator  
 88 S. Park Avenue  
 Le Center, MN 56057  
 507.357.2251  
 dpettis@co.le-sueur.mn.us

Sheriff Dave Tietz  
 88 S. Park Avenue  
 Le Center, MN 56057  
 507.357.8557  
 dtietz@co.le-sueur.mn.us

## LE SUEUR COUNTY LAW ENFORCEMENT, JAIL AND GOVERNMENT FACILITIES ASSESSMENT/MASTER PLAN

### LE SUEUR, MINNESOTA

BKV Group has established a strong partnership with Le Sueur County. In 1994, we worked with them to plan and design their courthouse addition to address their court caseload and security issues. In 2014, we began working with the County once more to assist with LEC facility planning and design requirements. Many of the sheriff and jail operational areas are 40 to 60 years old.

These spaces are outdated and do not provide the current area, accessibility or operational flow required for safe and secure law enforcement operations. BKV is working with the County to assess a variety of planning topics such as:

- Sheriff's office operational space programming
- Security systems and monitoring
- Inmate movement and control
- Jail sightlines and operational space
- Inmate Population Projections & Alternatives to Incarceration
- Department of Corrections Past Reports & Requirements
- Master Plan Options to address long-term county requirements
- Project Cost Analysis
- Implementation Plan



**WORK RELEASE**  
46,513 SF

**DETOX**  
30,090 SF

**FRIENDSHIP HOUSE**  
21,679 SF

**24/7**  
2,483 SF



**EVIDENCE**  
22,43 SF

**COUNTY ADMIN**  
63,186 SF

**COURTS**  
60,528 SF EXIST COURT  
23,677 SF ADDITION

**PARKING** 304spaces

**Project Size**

County Government Master Plan, projecting additional 200,000 SF +/- needed by 2025

**Completion Date**

Study completed on March 23, 2010

**Construction Cost**

Estimated Project Cost in Study: \$40,000,000

**Owner Reference**

Pennington County  
Mr. Mike Kuhl  
Construction Project Manger  
302 Kansas City St.  
Rapid City, South Dakota 57701  
(605)394-2174

## PENNINGTON COUNTY FACILITY-WIDE MASTER PLAN

RAPID CITY, SD

The Master Plan effort for Pennington County consisted of three primary parts – a Facility Inventory and Assessment, a Needs Assessment, and a Master Plan Option Development. The intention of this effort was to provide a base of information in order to support current and future decision-making to determine long-range facility solutions for Pennington County. Facilities and county functions addressed in the study included: County Administration, Courts, Law Enforcement, Detox, Jail, Health and Human Services, Emergency Management, County Fire, Highway Department and Juvenile Detention Services.

**Facility Inventory and Assessment**

The Facility Assessment and Inventory, or Building Audit was intended to provide a broad overview of the overall facility conditions and to identify life-cycle and maintenance costs the County may need to invest into each facility.

The costs associated with the potential capital maintenance/life-cycle assessments for all buildings reviewed were outlined in detail. This information assisted in the decision making process as to whether renovation/expansion or new construction options were most effective and efficient for the County in the long-term for any of the facilities assessed.

**Needs Assessment**

The space needs for the Pennington County facilities were documented in a space program which identifies the individual spaces required for each department. The space program depicted the full range of space needs through the year 2025. Space needs were determined based on review of space standards developed with staff review and input as well as operational requirements. The programming effort considered the current space allocation for each function, the current number of staff, number of workstations, and current support spaces provided for each department and projected forward.

**Master Plan**

The concepts formulated from the Master Plan study were preliminary concepts only and were meant to illustrate the potential project scope of construction work and to determine suggested site area required for each county campus at full need. Detailed planning in future implementation projects will alter the final layout, however, overall project scope required to meet current programmatic needs should be anticipated to be consistent with the Master Plan concepts.



## BEDFORD MUNICIPAL COMPLEX

BEDFORD, OHIO

The Bedford Municipal Complex consists of three main components: a 47,000 sf justice center; a 15,000 sf city hall and an 18,000 sf fire department. The site design includes an entry courtyard and walkways along a creek. Linear enclosed loggia and lobbies connect the public facilities and service counters while providing views to the entry courtyard and wetland area.

The design concept reflects the architectural tradition of the City of Bedford. To reduce the perceived mass of the buildings, while maximizing the design's economy, the major public spaces receive a higher level of material detail and sloped roofs and are connected by a secondary building fabric of flat roofs. The material palate is restrained, with an understated civic presence and consists of two brick pattern coursing, standing seam metal roof, architectural precast concrete and individual glass window placements in the brick masses.

The City Hall includes administration offices and the council meeting room. The Fire Department includes a five bay apparatus area, sleeping quarters at the upper level and administration offices at the entry level.

*BKV Group performed complete architectural design in association with Richard L. Bowen & Associates as architect of record.*

**Building size:**

20,000 SF Courts  
Total 120,000 GSF

**Courtroom number:**

4

**Jail beds number:**

28

**Project cost:**

\$16 Million

**Owner reference:**

Richard Bowen  
13000 Shaker Blvd.  
Cleveland, OH 44120  
Phone: 651.659.7233

We know that there are a number of factors that would make the BKV team an excellent partner to assist Brookings County with the justice study and project. The following highlight some of our major attributes.

**Project Experience**

The team and the firm have been involved with over 125 County, State, Federal and City projects and studies. Courts and correctional planning has been a career long focus for Bruce and DuWayne. This experience is a valuable asset in planning and designing projects with specific requirements associated with justice facilities.

**Senior Leadership**

Part of the success of our projects is that we utilize our senior and most knowledgeable staff in these types of specific projects. Their understanding of the issues associated with these types of projects helps to assure the County that the concepts and data developed are based on solid experience. We also promote continuity, the same team members will be involved with the County from beginning to end. This helps to assure that there is a continuity of communication, information and follow through.

**Full Service Firm**

By being an in-house full service firm we can provide architectural, interior design, landscape, structural, mechanical and electrical services. This helps to achieve project coordination in an efficient, timely and well-coordinated fashion. The end result being better documents and a smoother construction coordination process.

**Design Quality**

We don't believe design is about creating extravagant buildings; it is about creating a building that best represents our client's vision and values. At BKV we pride ourselves on creating lasting designs that are durable, functional and are symbols of the communities

they serve. BKV has won a number of awards on our government projects. This is not a goal of ours but rather a result of higher than average creativity and service. We have done this while maintaining project budgets and schedule.

**Sustainable Design + Energy Efficiency**

Many of the professionals in our firm are LEED accredited. Our engineers and architects are experienced in evaluating current energy cost and in developing energy models that demonstrate cost savings in proposed systems. Create energy efficient buildings and utilizing energy savings approaches such as natural day lighting, thermally enhanced shells has been a long standing commitment of our firm before it was a fashionable approach.

**Quality Control Process**

Our multiple layers of internal review and coordination has assisted our team in producing comprehensive and thorough documents. These additional steps of quality assurance have helped us produce projects with minimal change orders.

**On Schedule and On Budget**

There are a variety of factors that help us achieve these objectives, our experience, our senior leadership, the depth and volume of our support staff and our detailed processes of document development. Utilizing these strengths has produced projects where our change order percentages has been 1/2 of 1%, which we view as a demonstrating the accuracy and success of our process.

**Commitment**

Most importantly we are committed to working closely with Brookings County and all stakeholders in a collaborative manner sharing our experience and knowledge to develop a project that will meet the County's goals and expectations.



We have created a high-performance team, using each team member's unique perspective and focus. The key personnel and the entire support team will be committed and involved in all aspects for the duration of the project. Each project team member will be able to dedicate their time to the County within the guidelines of the project schedule finalized by the County and BKV Group. We are available to begin work immediately following award of the project.

The BKV Group team's compensation goals are to establish fees that fairly compensate us for the required services to achieve our client's project goals while assuring that both our client and firm feel they are treated fairly for the services provided. To meet this goal, we strive to establish a well-defined project understanding and scope of services to be provided so that an appropriate fee structure can be determined. This is detailed in our project work plan.

Producing a quality study that properly addresses the current and long-term requirements for the County, as stated in the request for proposals requires an experienced team doing this type work. Our experienced team approach defines how we will work with the County and all departments in a collaborative approach to create a comprehensive plan.

TASK	TEAM				
	BRUCE	DUWAYNE	AARON	SUPPORT	PPM
Discovery -Review Existing Data	4	8	5	2	2
Kick Off Meeting & Tours	3	3	3		
Operational Space Requirement Review	4	8	4	4	
Client Review Meeting	3	3	3		
Area Refinements & Concept Plan Review	4	6	8	4	
Client Review Meeting	3	3	3		
Refine Site Concepts	2	4	8	4	
Operational Analysis	3	4	2	2	
Project Cost Estimates	6	4	2		16
Client Review Meeting	3	3		3	
Public Presentation	4	4	4		
Issue Draft Report	2	4	2	4	
Client Review Meeting	3	3			
Finalize Study	2	3	4	4	2
<b>Total Estimated Hours</b>					
	46	60	48	27	20
<b>Hourly Rates for Studies</b>					
	\$120	\$110	\$60	\$50	\$85
<b>Total Proposed Fees</b>					
	\$5,520	\$6,600	\$2,880	\$1,350	\$1,700

Based on task involved and estimated hours the proposed fee is \$18,050. As an additional option to the study we are we are proposing having Al Brinkman assist in jail planning and operations. His fee for his services would be \$3,000. BKV has the experience to provide the required analysis. We propose using Al as an option for an increased support in these areas.

In addition to the base fee will be industry standard cost for reimbursable expenses such as internal and city provided printing, travel and shipping. We will not be charging for travel time to the County. Per the information above we are anticipating a minimum of 6 meetings. For a study like this, we would anticipate a maximum of \$1,800.

We are anticipating that the study will take 2 to 3 months to complete.

The fee analysis is based on our current understanding of the scope of work as stated in the information in the RFP and our conversations with Sheriff Stanwick. In preparing our proposed fees for studies we include the time, task and senior experienced staff needed to provide a thorough and well-executed study.

We realize that not all firm's utilize the same level of detailed approach or senior staff; therefore, proposed fees might vary greatly from one to the other. To that end, our objective is to find a balance that best supports the County's fiscal objective while providing the best services possible. We welcome the opportunity to meet with the County and review your goals for the study and our proposed approach to possibly better align the fee with the County's budget goal.



## **SCHEMATIC DESIGN THROUGH CONSTRUCTION ADMINISTRATION AND POST CONSTRUCTION**

The foundation for the success of this project will be our collaborative and consensus-based planning process, which will produce a defined schedule and work plan using input from all stakeholders. The BKV team will work closely with the County to review the proposed schedule and work plan at the start of the project, to assure the County that critical milestones are met within the project time frame. Additionally, this effort will confirm all goals and objectives that are to be understood and met within the project schedule.

Our core experienced senior team members will be involved in the project throughout all phases of the project. This will assure continuity and accountability of the proposed project direction. This approach helps to maintain the project schedule and stay on budget. Partner-in-Charge Bruce Schwartzman brings an understanding of courthouse design, as well as his experience and commitment in managing projects to meet the County's expectations. Our team has dealt with many large and complex projects involving phased construction, relocation and remodeling, and understands requirements needed to achieve a successful project.

### **A. PROJECT SCHEDULE**

At the beginning of the project we will work with the County and the Building Committee to confirm a project schedule which incorporates all required dates such as team meetings, County Board presentations, user group review periods, etc. Key aspects of our schedules are as follows:

- The critical path milestones are identified
- Delivery time frames are defined for tasks
- Adequate review periods for the County are provided
- Team consultant activities are coordinated
- Updates are provided
- County Board presentation dates are identified

### **B. COMMUNICATIONS**

Bruce Schwartzman will lead the entire project on a day-to-day basis. Bruce is a very thorough and organized manager; and skilled at project communication. Bruce will be your primary point of contact, and the team's contact with you. Additional communications tools include:

- The design team will meet on a regular basis with the County during the SD, DD and CD phases to review and resolve project concerns
- Meeting minutes and schedule updates will be provided
- Provide a "look ahead" issues list for critical dialogue
- Provide timely information in a concise format for County review and decision
- Presentation materials and meetings with all stakeholders

From project kick-off, on through to completion of construction, we utilize prepared agendas to keep things organized and moving forward. We use meeting minutes to document the process and the decisions made. In addition, our team leadership is always accessible to our clients. We recognize that continuous communication between all parties is paramount to a successful project.

### **C. COORDINATION**

The BKV team is responsible for the coordination of design activities, team members, and schedule for the project. The team leaders are experienced in judicial and government projects involving phased construction, and relocation/continuous operation of existing facilities. All meetings will be documented and minutes issued prior to the next meeting.



## D. PROJECT WORK PLAN: BKV PROJECT MANAGEMENT PLAN (PMP)

For all of our projects, we develop a Project Management Plan (PMP) based on the specific tasks, individuals, and hourly assessment of time. The PMP forms the framework of our process, is a tool for assessment of tasks and time remaining for completion, and is the implementation plan for the development of the project. To prepare an organized PMP, key aspects of the work effort will be identified. This will include the following:

- Team kickoff and workshop to review and finalize A/E work plan and schedule
- All critical path aspects will be reviewed and located in the PMP
- Member roles, responsibilities and deliverables will be reviewed
- Budget costs and cost review methods and steps will be defined and included
- Completion date checkpoints and percentage of completion will be defined

## E. EXECUTION

### I. Project Kick-off

At the initiation of project the BKV Team will lead a kick-off meeting with the County and all stakeholders in which the project team will review the anticipated work scope and verify project goals and expectations. This will involve an overview and discussion of the history of previous data and program review for confirmation. This meeting will be focused on ensuring a complete understanding of all of the County's expected outcomes, individual team members' responsibilities, project schedule, milestone dates, and budget.

### 2. Sustainable Design Review

Our approach to sustainable design varies with our client's objectives. In general our practice has evolved to incorporate energy efficient strategies to assist our clients in minimizing utility cost with appropriate and practical methods. Past experience has shown that specific goals and objectives need to be identified early in a project for sustainable design in order to maximize the final results. This task will be included understanding the County's long range vision for sustainability and energy efficiency. We will then incorporate any requirements into the project design.



## F. SCHEMATIC DESIGN PHASE

From the initial program and site confirmation we will begin the Schematic Design process. This phase will involve the development of the following aspects of the project:

### I. User Meetings and Coordination

At the beginning of the planning process and through each phase of design and document development, we will meet and work with the County, and all stakeholders on a regular basis. We believe that a well-developed project, which satisfies the goals and objectives of our clients comes from open communication and a hands on collaborative process.

### 2. Site and Floor Plan Development

Once the final direction for the new courthouse is confirmed we will start to develop floor plan options for review. We will review any changes to the site. The concept plans will start to show the sizes and relationships for each of the spaces with proposed furniture layouts. Plans will identify all spaces, their sizes, and adjacent relationships. Accessibility and compliance with State and local code requirements will be reviewed and confirmed.

### 3. Building Elevations

In conjunction with the development of the plans we will develop exterior elevations showing any elevations of the proposed additions, along with computer generated 3D images, massing, and relationships to existing buildings. These virtual tools help to communicate the physical impact that the project has on the site.



#### 4. Engineering Review

Concurrent with concept plans being prepared, our engineers will be developing plans that indicate proposed systems based on the new configurations. We will be reviewing them to coordinate requirements with our structural, electrical and mechanical engineers and the architectural design concepts.

#### 5. Preliminary Code Review

At this point we will complete an initial code review to verify the proposed changes meet State Code standards, and local and federal codes and legislation, particularly compliance with Americans with Disability Act. Near completion of schematic design, we will meet with local authorities and assure compliance with their review.

#### 6. Cost Estimating Coordination and Quality Control

Throughout this phase, the team will be proving a variety of internal quality control reviews. At key points in the schedule, we will provide quality control and cost estimating packages to the County for review of content, refinements as needed and for developing cost estimates. As defined, we will modify and refine the design based upon receipt of County's input.

Following the development of the schematic design documents, the BKV Group team will assist in the cost estimating as needed in the development of overall project budget estimates. Capital (construction) costs and project soft costs (permits, fees, furnishing strategies, etc) will be evaluated to identify comparative values and full project costs for the proposed project scope.



#### 7. Schematic Design Deliverables

The BKV team will provide extensive documentation of the design process, the options, and the decision-making process used to arrive at the completion of the schematic design phase. The design definition, understanding, budget reviews, and County approvals at this phase are critical milestones in maintaining the schedule. In order to best illustrate the design in the review process we will provide the following:

- Overall site plan with concept Landscaping
- At least two exterior 3D views of the proposed design
- Two color concepts (include paints, fabrics, carpeting) of interior spaces
- Interior views of major public spaces
- Furniture plan indicating proposal of layout of spaces
- Reflected ceiling plan
- Floor finish diagram
- Floor Plans
- Preliminary code analysis
- Engineering concept drawings
- Systems concepts for court technology, security and EOC systems
- Updated schedule
- Presentation materials to the County Board

#### G. DESIGN DEVELOPMENT PHASE

The design development documents will be prepared from the approved schematic design documents and form the basis for the construction documents. All comments from the schematic documents will be reviewed and incorporated at the start of the design development phase. The engineering disciplines (civil, structural, mechanical, and electrical), are brought fully into the process to define the systems and components of the project. The design development documents include a site plan, floor plans, roof plan, interior and exterior elevations, sections and schedules pertaining to the architectural, civil, structural, mechanical, electrical, and security electronic systems. BKV Group will conduct a complete code review at this phase that will include accessibility, fire and life safety, and OSHA requirements,



The design development phase will be focused on finalizing project space characteristics and building materials and systems selections. Documents and support will again be provided and reviewed throughout and at the end of this phase. Potential design alternates will identified as a means of controlling costs if needed.

Meetings/workshops will be held with the building committee and County to review a variety of material and systems options to set the building direction. Some of the topics reviewed through the workshops are identified below. Workshops will be scheduled at the beginning of the project and occur regularly at set intervals throughout this phase. Items receiving greater development include:

- Site design
- Wall types and construction for acoustics
- Ceiling types
- Floor and wall finishes
- Hardware and doors (sizes and glass area)
- Interior casework materials and elevations for courtrooms and support spaces
- Material selections and finishes
- HVAC systems and locations
- Plumbing fixtures
- Lighting fixtures
- Electrical equipment and locations
- Security systems for access control and monitoring
- Court technology controls and options
- EOC FEMA and NFPA goals
- FF& E system review and selections

The goal of this phase is to review each aspect in depth to assure the County and all users that the project achieves all critical design objectives. At this stage, tasks similar to those in the Schematic Design effort will be performed, to a greater level of detail and coordination including:

- Site plan development
- Building plan development
- Engineering system verification
- Building elevation and exterior envelope development
- Quality control reviews
- DD code review w/ local authorities and Owner
- Material selections and color boards
- Presentation to the County Board

#### **Design Development Phase Deliverables**

The team will provide documentation of the design development (DD) Phase of the process. The DD Phase definition, understanding, budget estimate and overall technical completeness will address all key elements in defining the project for County approvals at this phase. This is a critical milestone in maintaining the schedule and budget. In order to best illustrate the DD Phase design in the review process we will provide the following:

- Civil engineering plans
- Landscape plan
- Architectural plans including site plan, demolition plans, floor plans, reflected ceiling plans, roof plan, exterior elevations, interior elevations, building sections, wall sections, opening schedule and finish schedule.
- Code and Quality Assurance (QA) review
- Structural drawings



- Mechanical drawings
- Electrical drawings
- Low-voltage security drawings
- Materials boards
- At least two exterior 3D views
- Enlarged plans for courtrooms, major public spaces, and other special areas
- Several interior views of major spaces
- Reflected ceiling plan
- Floor finish diagram
- Project Manual containing design narratives for all specification sections including cut sheets for major equipment and light fixtures.
- Updated project schedule
- Presentation materials for the County Board

#### H. CONSTRUCTION DOCUMENT PHASE

With the approval of the design development phase we will continue to develop the overall project and coordinate the project information with the County so all aspects are clear and accurately depict the County's direction. At this phase the development of the documents includes incorporating any County review comments from the design development set, finalizing all previous documents and thorough development of all of the final details and required information.

The construction documents include the working drawings and specifications which illustrate, in detail, the requirements for the construction of the entire project. This phase includes working closely with the County for detailed project development and finalization for the cost estimate prior to bidding. Any adjustments necessary are made prior to the project being bid. Bid alternative strategies are reviewed and possibly included as a strategy for cost control.

Prior to issuing the documents for bids we will produce a 95% CD set for review and coordination with the County. The team will meet to review the documents and comments. Following the review process we will incorporate any required modifications prior to issuing the bid documents.

#### Document Quality Assurance

The accuracy of our documents is maintained with two independent checks prepared at midpoint and at the conclusion of the working drawings, as well as through appropriate agency reviews with the County, local and State building officials. BKV's quality assurance officer and certified IBC code reviewer will review the project documents for accuracy and technical quality, "construct-ability", and "bid-ability" of documents as they are developed at each design phase. This adds another level of review to assure our team produces a comprehensive and coordinated final set of documents. These additional steps of quality assurance have helped us deliver projects with minimal change orders. Our records indicate change order percentages of .05%, which we view as a demonstration of the accuracy of our documents, and is well below the industry standard.

#### Construction Document Phase Deliverables

We will provide a thorough and well detailed set of Construction Documents. Documents included will be as follows:

- Code analysis
- Civil plans and details
- Landscape plan
- Architectural plans and details
- Structural Plans and details
- Plumbing plans and details



- Mechanical plans and details
- Electrical plans and details
- Low voltage security plans and details
- Court technology plans and diagrams
- Final specification
- Updated schedule

#### I. BIDDING & AWARD PHASE

Upon the County's review and approval, BKV will assist in issuing the project for bids. During this phase we will assist the County in the solicitation of bids and issuing documents. Additionally, we review product submittal/substitution request for approval and answer questions regarding the documents. Addenda are prepared and issued incorporating any additional product approvals, and other matters that may need to be addressed. We attend the pre-bid conference to familiarize contractors with the site and existing conditions, and assist in the review of bids.

This work will include:

- Assisting the County staff in the preparation of necessary bidding information
- Assisting distribution of bid documents
- Responding to contractor inquiries
- Issuing addenda as required
- Review of bids

#### J. CONSTRUCTION ADMINISTRATION PHASE

The BKV team will be a representative of, and will advise and assist the County during the construction phase and through to completion of the project. Our team will provide on-going construction administration services with the County. Construction administration services will begin with a pre-construction conference to review in clear detail the design intent of the construction documents, the schedule, submittal procedures and to provide contractors the opportunity to clarify any questions. Our construction administration services will include on-site construction observations and field reports with a minimum frequency of twice per month. Pre-installation meetings will be coordinated prior to installation of any critical system or materials (HVAC, security, communications, etc.) and our team will provide contractor submittal and shop drawing reviews. The full design team will be available for on-going communication and document interpretation for the general contractor throughout the construction phase. Substantial completion and final completion reviews will be conducted by key design professionals representing all design disciplines.

Our construction phase work will include:

- Project manager participation in progress meetings
- Site visits appropriate to the stage of construction
- Preparation and distribution of observation reports
- Prepare and issue supplemental instructions as needed
- Prepare and issue proposal requests as needed
- Preparation of change orders and directives
- Review and approve or take other action on contractor submittals
- Review and certify contractor applications for payment

#### K. PROJECT CLOSE OUT and POST CONSTRUCTION PHASE

The BKV team will implement project closeout procedures in preparation for facility turnover and operation. In addition, as part of our post construction process we will do a one year project review to assist the County in warranty items and building performance enhancements. We view the long term satisfaction of Brookings County as a priority and a goal.



This work will include:

- Develop closeout schedules
- Define one-year warranty items and schedule
- Produce “punch lists” of outstanding items
- Assist with systems start up and staff training
- Site visits and review - 11 month post occupancy relating to a one-year review of compliance and notification of any remaining work to be done, to determine the overall performance and acceptability of the design and its functional and technical elements.
- Review operational manuals from contractors

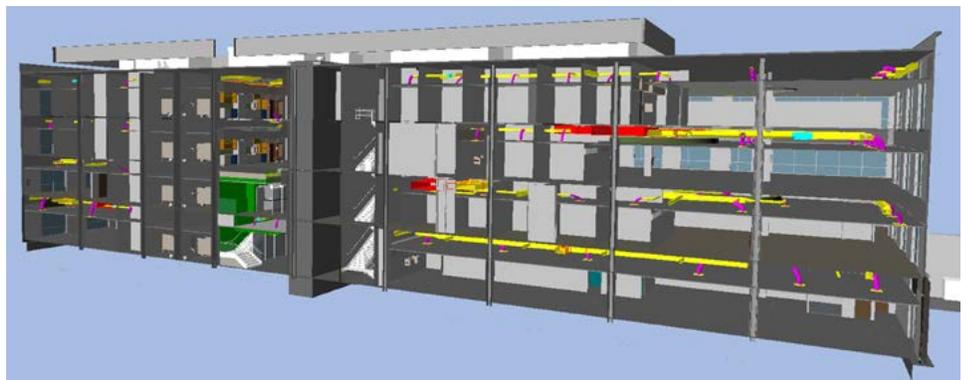


### BUILDING INFORMATION MODELING (BIM)

As the priorities for your project's design, schedule and budget evolve, the physical shape, site analysis, system specifications, etc. start to feed into a building model database. Building Information Modeling (BIM) is an electronic representation of your building that comprehensively incorporates physical as well as functional characteristics. It will serve as a knowledge resource to provide reliable information to aid decisions made throughout the entire life-cycle of your building. In short, BIM allows the team to build the building before they build the building, and to assess it before breaking ground.

Each discipline works simultaneously to "speak" to each other. Design updates can be made available to the entire team as soon as they are inputted, so you can see the immediate impact of each design decision. This process assures the smartest possible design because it provides real-time visualization, clash detection, energy modeling, quantity takeoffs, and construction sequencing scenarios. Ultimately, it enhances the speed and accuracy of project communication, which we believe is the cornerstone of a successful project delivery.

With our BIM process, all the resources and knowledge that contribute to the development of your project—whether physical, performance or operationally based—are maintained, allowing us to create a playbook for managing the operations of your building in the future.



At BKV Group we take pride in our work. Our work, and the work of individual staff members, has achieved local and national recognition for excellence in design, historic preservation and use of technology. As testimony to this, BKV Group has been the recipient of numerous local, regional and national awards for design excellence. Below are some of our government design awards.

**Pine County Justice Center**

2012 AIA/AAJ Academy of Architecture for Justice, Publication in Justice Facilities Review and Display in Traveling Exhibit



**Ramsey County Municipal Center**

2011 AIA Academy of Architecture for Justice, AIA/AAJ Justice Facilities Review - Multiple-Use Facilities

**MCTC/MSU Law Enforcement Training Center**

2011 FAB Award for Government/Institutional

**St. Cloud Police Station**

2008–2009 National AIA Academy for Justice Knowledge, Honor Citation



**Plymouth City Hall and Public Safety Building**

2007–2008 National AIA Academy for Justice Knowledge - Honor Citation  
2007 Minnesota Pollution Control Agency Governor's MNGreat! Award



**Air National Guard Composite Operations Facility**

1998 Winner of the Air National Guard Design Awards Program Excellence in Design

**Coon Rapids City Center**

1997 Minnesota Concrete and Masonry Contractors Association Honor Award for Excellence in Masonry Design and Construction

**Minneapolis Fire Stations # 27 and #28**

1994 City of Minneapolis Committee on Urban Environment CUE Award for Design and Aesthetic Excellence

**Minneapolis Second Precinct Police Station**

1994 City of Minneapolis Committee on Urban Environment CUE Award for Design and Modification of a Historical Facility

**City of Fridley Municipal Center**

1990 Minnesota Concrete and Masonry Contractors Association Honor Award for Excellence in Masonry Design and Construction

**Minneapolis Third Precinct Police Station**

1986 City of Minneapolis Committee on Urban Environment CUE Award for Design and Aesthetic Excellence

**Shakopee Police Station**

2006–2007 National AIA Academy for Justice Knowledge - Honor Citation

**Edina City Hall and Police Facility**

2006–2007 National AIA Academy for Justice Knowledge - Honor Citation  
2006 Minnesota Concrete and Masonry Contractors Association Excellence in Concrete and Masonry Design and Construction  
2005 International Interior Design Association Northland Chapter Honor Award  
2005 American Institute of Architects Minneapolis, Merit Award



**Freeborn County Government Center**

2006–2007 National AIA Academy for Justice Knowledge - Honor Citation



**AWARDS FOR BRUCE SCHWARTZMAN:**

2010 Academy of Architecture for Justice (AAJ) Citation Award, Blue Earth County Justice Center, MN

2000 US General Services Administration Awards (GSA), Lloyd D. George U.S. Courthouse, Las Vegas, NV

1999 Academy of Architecture for Justice (AAJ) Citation Award, Regional Justice Center





## BKV Group County Government and Justice Center Experience

We are an established leader in courts and government facilities planning and design with

over **125** completed projects  
having worked with more than **37** Counties

**Becker County Justice Center**, Addition and Remodeling, Detroit Lakes, MN • **Bedford Justice Center**, New Facility, Bedford, OH • **Cincinnati Federal Building and U.S. Courthouse**, Modernization and Court Recognition, Cincinnati, OH • **Cleveland Federal Building**, Preliminary Design Study, Remodeling, Building Schematic and Cost Estimates for Courts, Cleveland, OH • **Codington County Justice Facility**, Pre-Design Study, Codington County, SD • **Detroit Federal Building and U.S. Courthouse**, Program and Schematics for Bankruptcy and Court Office Space, Detroit, MI • **Federal Office Building Dirksen and Klucynski Buildings**, Energy Study, Elevator and Window Replacement, Chicago, IL • **Findley Federal Building**, Office and Courts Remodeling, Springfield, IL • **Freeborn County Government Center**, Master Plan and Study, Addition and Remodeling, Albert Lea, MN • **Harlan County Judicial Center**, Master Plan, Remodeling and Renovation, Harlan, KY • **Isanti County Law Enforcement Center**, Isanti County, MN • **Lake County Courthouse**, Facility Master Plan, Cleveland, OH • **Le Sueur County Courthouse**, Master Plan, Addition and Remodeling, Le Center, MN • **Minneapolis Federal Courthouse**, Site and Massing Studies, Minneapolis, MN • **Nicollet County Courthouse**, Study and Master Plan, St. Peter, MN • **Olmsted County Social Services Building**, New Facility, Rochester, MN • **Parma Justice Center**, New Facility, Parma, OH • **Pennington County Courtroom**, Remodel, Thief River Falls, MN • **Pennington County Space Needs Analysis and Facility Needs Planning**, Thief River Falls, MN • **Pennington County Government Facilities**, Master Plan, Rapid City, SD • **Pine County Justice Center**, Facility Master Plan, New Facility, Pine City, MN • **Pine County Public Works**, Sandstone, MN • **Rockford Federal Building and U.S. Courthouse**, Program, Schematic Design and Cost Estimating, Studies for 3 Courtrooms, Rockford, IL • **Scott County PSAP Study**, Shakopee, MN • **Scott County SCALE Fire Training Facility**, Shakopee, MN • **Springfield Federal Courts Building**, Court Program Schematics for 12 Courtrooms, Springfield, IL • **Todd County Courthouse**, Addition and Remodeling, Long Prairie, MN • **U.S. Federal Courthouse**, Programming and Planning Studies, New Courthouse, Greenville, TN • **Youngstown Federal Building and Courthouse**, Prospectus Development Study, Youngstown, OH • **Wadena County Courthouse Remodel**, Wadena, MN • **Winona County Courthouse**, Historic Renovation & Remodel, Winona, MN

### Prior Courts Experience of Managing Architect Bruce Schwartzman includes:

**Blue Earth County Justice Center**, Mankato, MN • **Clark County Regional Justice Center**, Las Vegas, NV • **Dane County Justice Center**, Madison, WI • **Davenport Federal Courthouse**, Davenport, IA • **Douglas County Court Holding Remodeling**, Alexandria, MN • **Eau Claire County Courts Jail and Law Enforcement Center Feasibility Study**, Eau Claire County, WI • **Hennepin County Probate/Mental Health Court Remodeling**, Minneapolis, MN • **Henderson Justice Facility**, Henderson, NV • **Hennepin County Drug Court Remodeling Phases I & 2**, Minneapolis, MN • **Hilo Judicial Center**, Hilo, HI • **Houston Justice Center**, Caledonia, MN • **Las Vegas Federal Courthouse**, Las Vegas, NV • **Mille Lacs County Government and Justice System Space Needs Analysis**, Milaca, MN • **Minnesota Judicial Center Supreme Court Judges Chamber Remodeling**, St. Paul, MN • **Nye County Justice Facility**, Nye County, NV • **Oklahoma Judicial Center**, Oklahoma, OK • **Pope County LEC/ Government Center Master Plan & Needs Assessment**, Glenwood, MN • **Waseca County Jail and Courts**, Feasibility Study, Waseca, MN



REQUEST FOR PROPOSALS (RFP)  
For Architectural Services  
Brookings County, South Dakota

**Project Summary:**

To address the current and future space needs of the Brookings County Detention Center, Brookings County is requesting proposals from qualified and licensed individuals/firms interested in performing architectural services for:

- Pre-design work (needed programming, space analysis, and plan diagrams) to include various conceptual construction options for the current and future space needs of the Brookings County Detention Center.
- Development of a master site plan.
- Operational analysis of options to include construction and operational cost estimates associated with various construction options for the current and future space needs of the Brookings County Detention Center.
- Assistance in the selection of the best value option for Brookings County.
- Documentation of the results of the aforementioned work.
- Public awareness campaign services.

The information developed through this process will be used by the Brookings County Board of County Commissioners (Commission) to determine an option for meeting the Detention Center space needs.

To assist in the process, the Commission has appointed the Brookings County Jail Expansion Advisory Committee (Jail Committee). The Jail Committee's basic task is to recommend to the Commission a way to address the county's Detention Center space needs. The firm or individual providing architectural services will work with the Jail Committee and Commission as they provide requested services.

The Commission has designated \$2 million towards this project at the present time.

The firm or individual providing architectural services will, at a minimum, provide the following construction options:

- Option(s) that incorporate the current Detention Center facility.
- Other options

The architect selected from this RFP may be retained for some or all of the following design services:

- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Construction Administration

## Background Information and Expectations

### Needs Analysis:

- Two Safe Rooms
- Work Release Center for Female Inmates
- Control Room
- Enclosed Garage
- Kitchen
- Nurse / Medical Office
- Cell Blocks
- Jail Administrator's Office
- Other Administration Offices
- Juvenile Holding Area

### Requirements for Submission of Proposals:

10 copies of the proposal must be received at the Brookings County Commission Office no later than 4:00 p.m. on Friday, July 8, 2016.

A. The proposal must include the following, but not exceed 20 pages.

- *Cover Letter*
- *Section 1:* Identify your firm—include name, address, telephone number and name of the person to contact regarding this request. (1 page)
- *Section 2:* Organizational Chart—identify team, disciplines, specific personnel and role of those who will be assigned to this project. (1 page)
- *Section 3:* Project Approach—describe your approach to this project, including design, bidding, construction administration and close-out services. (2 pages)
- *Section 4:* Firm Capacity—number of full-time licensed architects. Provide resumes and workload of those, listed in Section 2, who will be assigned to this project. (1 page/person)
- *Section 5:* Quality Control—detail your firm's quality control process concerning design, document control and construction administration.
- *Section 6:* Litigation History—detail the litigation history of your firm, in its current or past names, with county clients within the last five years. Include binding arbitration, whether initiated by yourself or clients. Detail if you are a party to any pending litigation, or binding arbitration with a client. If so, please list the plaintiff(s), the defendant(s), nature of the complaint(s) and disposition, if determined, of each case.
- *Section 7:* Liability Insurance—include a copy of your current proof of professional liability, or errors and omissions insurance. List any claims on your professional liability insurance or omissions insurance in the last five years. Include the claimant, the natures of the claim(s) and final disposition of the claim(s) if determined.
- *Section 8:* Experience—list your firm's and/or team personnel's recent experience-up to the last five (5) similar projects you were involved with. At a minimum provide project size (jail bed number and project costs), location, outcome and owner reference. Include the engineering and/or other services not readily available directly from the lead firm required to accomplish the total project. (1 page/project)
- *Section 9:* Qualifications—describe what it is that makes your firm uniquely qualified to design Brookings County's Detention Center facility.
- *Section 10:* Availability—tell us when your firm will be available to begin work on the project.

- *Section 11: Cost Summary*—provide an estimate of the number of hours, cost per hour of key personnel, and a final cost for the proposed work described in the Project Summary. Note that this request for proposals is not a bid and the lowest cost estimate will not necessarily be selected. However, it is a consideration in the overall ranking of the proposals that are received.
- B. Proposals should be submitted in a sealed envelope marked **“Jail Expansion Project Architect RFP”** and addressed to:
    - Brookings County Commission Office
    - Attn: Stacy Steffensen
    - 520 3<sup>rd</sup> St. Suite 210
    - Brookings, SD 57006
  - C. Submittals **MUST** contain a manual signature of an authorized representative of the proposing firm.
  - D. Questions concerning the request for proposals or the selection process, or requests to view the present facility should be directed to Sheriff Martin Stanwick who can be reached at 605-696-8300 or [MStanwick@brookingscountysd.gov](mailto:MStanwick@brookingscountysd.gov).
  - E. Submittals received prior to the time of opening will be secured unopened. The Jail Committee will open all submittals on or after the specified time. **NO** submittal received after the scheduled receipt time will be accepted.
  - F. The Jail Committee will **NOT** be responsible for the premature opening of a submittal not properly addressed and marked on the outside of the envelope.
  - G. Submittals received after the scheduled time will be marked “TOO LATE” and will be returned unopened to the vendor.
  - H. The Jail Committee will review the submittals and may invite some or all firms to make an oral presentation to the Jail Committee and/or the Commission at a future date.
  - I. The Jail Committee will recommend a firm/individual to the Commission.

## Terms and Conditions

- A. The Commission reserves the right to recommend or reject any submittal in the best interest of Brookings County.
- B. The Commission reserves the right to recommend the award of the contract to the next most qualified firm, if the successful firm does not begin the contracted services within the prescribed thirty (30) days.
- C. In the event that a contract cannot be negotiated with the first firm, the Commission reserves the right to negotiate with the next qualified firm(s), as recommended by the Jail Committee, until a contract can be reached.
- D. The Commission reserves the right to waive irregularities in the RFP responses in order to ensure obtaining the most qualified services.
- E. The successful firm shall not discriminate against any person in accordance with federal, state or local laws.

## Selection Criteria

The following criteria will be used for selection (criteria 1-4 are generally based on SDCL 5-18D-18):

1. Project approach and understanding of the requirements of this project as evidenced by the proposal content and familiarity with Brookings County’s unique situation.
2. Experience and qualifications of the firm and individuals that would be available and assigned to the project.
3. The firm’s record of past performance, including price and cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), and contract administration.
4. Proposed project management techniques as demonstrated by the proposed approach and methodology to meet the project requirements.
5. Estimated cost to perform the work.

The selected individual/firm will be expected to enter into a formal contract with Brookings County for the provision of the architectural services. The final contract will be determined through negotiations between Brookings County and the selected individual/firm using the proposal submitted as a basis for negotiations.



**AIA**<sup>®</sup>

# Document B202<sup>™</sup> – 2009

## **Standard Form of Architect's Services: Programming**

**for the following PROJECT:**

*(Name and location or address)*

Architectural pre-design services for the Brookings County Detention Center Study.

**THE OWNER:**

*(Name, legal status and address)*

Brookings County  
520 3<sup>rd</sup> St., Ste. 210  
Brookings, SD 57006

**THE ARCHITECT:**

*(Name, legal status and address)*

Boarman Kroos Vogel Group, Inc.  
dba BKV Group  
222 N. 2<sup>nd</sup> Street  
Minneapolis, MN 55401

**THE AGREEMENT**

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the Twenty-Fifth day of September in the year 2016.

**TABLE OF ARTICLES**

- 1 INITIAL INFORMATION
- 2 PROGRAMMING SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

**ARTICLE 1 INITIAL INFORMATION**

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

*(List below information, including conditions or assumptions, that will affect the Architect's performance.)*

Scope

A. Overall Scope of Services:

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with AIA Document G802<sup>™</sup>-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

Init.

1. Pre-design work (needed programming, space analysis and plan diagrams) to include various conceptual construction options for the current and future space needs of the Brookings County Detention Center.
2. Development of a master site plan.
3. Operational analysis of options to include construction and operational cost estimates with various construction options for the current and future space needs of the Brookings County Detention Center.
4. Assistance in the selection of the best value option for Brookings County.
5. Documentation of the results of the aforementioned work.
6. Public awareness campaign services.

B. Needs Analysis

1. Two Safe Rooms
2. Work Release Center for Female Inmates
3. Control Room
4. Enclosed Garage
5. Kitchen
6. Nurse / Medical Office
7. Cell Blocks
8. Jail Administrator's Office
9. Other Administration Offices
10. Juvenile Holding Area

## ARTICLE 2 PROGRAMMING SERVICES

### § 2.1 Administration of Programming Services

§ 2.1.1 The Architect shall manage and administer the Programming Services. The Architect shall consult with the Owner, research applicable programming criteria, attend Project meetings, communicate with members of the Project team and issue progress reports and a final program document. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

§ 2.1.2 The Architect shall confirm the scope and intent of the anticipated Project in consultation with the Owner.

§ 2.1.3 The Architect shall prepare, and periodically update, a schedule for Programming Services that identifies milestone dates for decisions required of the Owner, Programming Services furnished by the Architect, and completion of documentation to be provided by the Architect. The Architect shall coordinate the programming schedule with the Owner's Project schedule, if a Project schedule exists.

§ 2.1.4 Upon request by the Owner, the Architect shall make a presentation to representatives of the Owner to explain the Programming Services to be utilized in developing the Project.

§ 2.1.5 The Architect shall submit programming documents to the Owner for evaluation and approval at intervals appropriate to the process. The Architect shall be entitled to rely on approvals received from the Owner to complete the Programming Services and in the further development of the Project.

§ 2.1.6 Unless otherwise set forth in the Agreement, any service not identified as a Programming Service in this Article 2 shall be an Additional Service.

## § 2.2 Identification of Programming Participants

Based on the scale of the Project, the type of facilities, and the level of specialized functions that will be required, the Architect, in conjunction with the Owner, shall identify the persons to participate in the programming process, including the Architect, the Architect's consultants, the Owner, the Owner's consultants, and users of the Project, as well as other stakeholders, if any.

## § 2.3 Identification and Prioritization of Owner and User Values, Goals and Objectives

§ 2.3.1 The Architect shall facilitate a visioning session with the programming participants to identify, discuss, and prioritize values and goals that will impact the Project, including institutional purposes, growth objectives, and cultural, technological, temporal, aesthetic, symbolic, economic, environmental, safety, sustainability, and other relevant criteria.

§ 2.3.2 The Architect shall prepare and provide to the Owner a written evaluation of the identified Project values and goals, addressing functional efficiency, user comfort, building economics, safety, environmental sustainability, and visual quality.

§ 2.3.3 After the Architect provides the evaluation, the Architect shall meet with the Owner to confirm and finalize the Owner's and user's priorities, values, and goals that will impact the Project.

§ 2.3.4 Following the determination of the Owner's and user's priorities, values and goals, the Architect, in conjunction with the Owner, shall identify and confirm the Owner's objectives for the Project, including such elements as image, efficiencies, functionality, cost and schedule.

§ 2.3.5 The Architect shall confirm the intended use of the program documents and services with the Owner and the intended results of information gathering.

§ 2.3.6 The Architect shall identify and evaluate the constraints and opportunities that will have an impact on the existing or proposed facility, such as governmental requirements, financial resources, location, access, visibility and building services.

## § 2.4 Information Gathering

§ 2.4.1 The Architect shall compile and review existing Project-related documentation, including the following:

- .1 Available reports on existing facilities, site surveys, construction documents, and other Owner documents, including existing program material, if any
- .2 Relevant government documents such as applicable codes and ordinances
- .3 Applicable non-governmental building and planning standards
- .4 Relevant historical documents and archival materials

§ 2.4.2 The Architect shall prepare for and conduct interviews of Owner-designated individuals of the jail

- .1 identifying key individuals to be interviewed,
- .2 establishing a work plan and schedule for the interviews,
- .3 determining the types of data that could impact the design of the facility, and
- .4 determining how interviewing will relate to other information-gathering techniques, such as observation and surveys.

§ 2.4.3 The Architect shall conduct a walkthrough of the Owner's existing facilities with the appropriate personnel, such as the Owner, property manager, or facility manager, and

- .1 prepare, if appropriate, a space inventory of existing spaces, equipment and furnishings,
- .2 identify traffic and circulation patterns, use levels and general adequacy of spaces to accommodate the users, and
- .3 prepare a written description or graphic illustration of the existing space utilization, identifying space requirements and relationships for, furniture, equipment, operating procedures, security requirements and communications.

*(Paragraphs deleted)*

Init.

§ 2.4.6 The Architect shall conduct group sessions with the Owner's Project team for the purpose of reviewing information obtained from literature reviews, interviews, observations and surveys; considering and discussing design and planning issues, including future growth and expansion projections; and endeavoring to achieve consensus as to which values, goals, facts, needs and ideas should influence the design of the facility. The Architect shall determine the group session goals and identify participants for the group sessions.

### § 2.5 Data Analysis

§ 2.5.1 Based on the information gathered, the Architect shall develop performance and design criteria for the proposed facility.

§ 2.5.2 The Architect shall make a preliminary determination of space requirements, space relationships and circulation, including consideration of special requirements, such as ambient environment, safety and security, furnishings, flexibility and site information, where appropriate.

§ 2.5.3 The Architect shall identify any major unresolved programming issues and discuss preliminary options for their resolution with the Owner.

§ 2.5.4 Based on discussions with the Owner, the Architect shall make recommendations for solutions to the unresolved programming issues for approval by the Owner prior to preparation of the Architect's initial report.

### § 2.6 Presentation and Initial Report

§ 2.6.1 The Architect shall prepare an initial report of its findings and analysis for the Owner and meet with the Owner to agree on the form of presentation appropriate to the needs of the Owner's organization and the Project.

§ 2.6.2 The Architect shall present its initial report to the programming participants or as otherwise directed by the Owner.

### § 2.7 Development of Final Program of Project Requirements

§ 2.7.1 The Architect shall recommend Project standards or incorporate Owner standards such as area allowances, space allocation, travel distances, and furniture and equipment requirements.

§ 2.7.2 The Architect shall establish general space quality standards for the Project related to such elements as lighting levels, equipment performance, acoustical requirements, security and aesthetics.

§ 2.7.3 The Architect shall determine specific space requirements for the Project by

- .1 identifying required spaces,
- .2 establishing sizes and relationships,
- .3 establishing space efficiency factors (ratio of net square footage to gross square footage), and
- .4 documenting particular space requirements such as special HVAC, plumbing, power, lighting, acoustical, furnishings, equipment, or security needs.

§ 2.7.4 The Architect shall prepare a final program document detailing all items identified in Sections 2.7.1 to 2.7.3, incorporating written and graphic materials that may include

- .1 an executive summary,
- .2 documentation of the methodology used to develop the program,
- .3 value and goal statements,
- .4 relevant facts upon which the program was based,
- .5 conclusions derived from data analysis,
- .6 **concept plans**
- .7 **master plan**
  
- .8 space program sheets

§ 2.7.5 The Architect shall provide a preliminary opinion of the program with respect to the Owner's stated budget objectives.

Init.

**ARTICLE 3 ADDITIONAL SERVICES**

§ 3.1 In addition to the Programming Services described above, the Architect shall provide the following Additional Services only if specifically designated below as the Architect’s responsibility. The Architect shall perform such Additional Services in accordance with a service description provided in Section 3.2 or attached as an exhibit to this services document.

*(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 3.2, or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)*

Services	Responsibility <i>(Architect, Owner or Not Provided)</i>	Location of Service Description <i>(Section 3.2 below or an exhibit attached to this document and identified below)</i>
§ 3.1.1 Multiple Site Evaluation	NP	
§ 3.1.2 Site Suitability	NP	
§ 3.1.3 Site Planning	Architect	See attached proposal
§ 3.1.4 Master Planning	Architect	See attached proposal
§ 3.1.5 Preliminary Design	NP	
§ 3.1.6 Preliminary Cost Estimating	Architect	See attached proposal
§ 3.1.7 Scheduling	Architect	General estimated project schedule
§ 3.1.8 Market Analysis	NP	
§ 3.1.9 Detailed Existing Facility Evaluation	NP	
§ 3.1.10 Environmental Suitability	NP	
§ 3.1.11 Services in support of the Owner’s other consultants (Geotechnical Engineer, Landscape Architect, Real Estate or Legal Services Providers, Lending Institutions or others)	Owner	Geotechnical borings as may be needed

§ 3.2 Insert a description of each service designated in Section 3.1 the Architect shall provide if not included in an exhibit attached to this document and identified in the table above.

See Attached Proposal (July 8, 2016) and RFP.

§ 3.3 The Architect shall provide Programming Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 One ( 1 ) meetings to determine Owner and user values and goals
- .2 One ( 1 ) interviews for the purpose of gathering data
- .3 Two ( 2 ) presentations to participants and user groups
- .4 Two ( 2 ) special presentations to Boards of Directors, stakeholder groups or other outside entities

**ARTICLE 4 OWNER’S RESPONSIBILITIES**

§ 4.1 Unless specifically described in Articles 2 or 3, the services in this Article shall be provided by the Owner or the Owner’s consultants.

§ 4.2 The Owner shall provide to the Architect data and information necessary to complete the Programming Services, including preliminary budget objectives and other parameters for the Project, design standards, facility standards, and other design criteria, environmental criteria and sustainability objectives.

§ 4.3 The Owner shall identify a representative authorized to act on the Owner's behalf to participate in the information gathering process, to facilitate the programming process, and to provide, in a timely manner, decisions made by the Owner.

§ 4.4 The Owner shall provide to the Architect master plans or record drawings that pertain to a site or existing facility under consideration for development or redevelopment within the scope of this agreement.

§ 4.5 The Owner shall provide access to the property, buildings, and personnel necessary for the Architect to complete the Programming Services. The personnel shall conduct tours and explain the property's original, current and anticipated future use.

§ 4.6 The Owner shall make the Owner's personnel available to the Architect, in a timely manner, to provide information about Owner and user goals and to facilitate decision-making in accordance with the Project schedule.

## ARTICLE 5 COMPENSATION

§ 5.1 For the Architect's Programming Services described under Article 2, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

Base Fee of \$21,050 for architectural and interior design space needs analysis. Reimbursable expenses are in addition to the base fee and are estimated at \$1,800.

§ 5.2 For Additional Services provided under Section 3.1, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

If additional services are required or requested BKV will provide a summary of the work and the proposed cost for county approval prior to beginning work.

§ 5.3 For Additional Services that may arise during the course of the Project, including those under Section 3.3, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

If additional services are required or requested BKV will provide a summary of the work and the proposed cost for county approval prior to beginning work.

§ 5.4 Compensation for Additional Services of the Architect's consultants when not included in Section 5.2 or 5.3, shall be the amount invoiced to the Architect plus zero percent ( 0 %), or as otherwise stated below:

## ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Programming, if any, are as follows:

6.1 Should the project be terminated at any time by the Owner prior to completion of any phase, the Architect will receive one hundred (100%) percent of any work completed prior to and up to the date of project termination.

6.2 In the performance of its obligations under this Agreement, the Architect will comply with applicable provisions of any Federal, State, or local law prohibiting discrimination on the grounds of race, color, creed, sex, political affiliation, affectional preference, or national origin.

This Agreement entered into as of the day and year first written above.

**OWNER**

**ARCHITECT**



**9/16/2016**

---

*(Signature)* *Date*  
Ryan Krogman,  
Commissioner Chair  
Brookings County

---

*(Printed name and title)*

---

*(Signature)* *Date*  
Bruce Schwartzman, Partner  
BKV Group

---

*(Printed name and title)*

Init.

/



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:

- 9:15 a.m. alcohol license: Kristen from the Finance Office and the applicant, Andrea Diedrich, will be available to answer questions. State statute and our liquor ordinance allow a current license holder to temporarily use their license at a different location for special events. Ms. Diedrich holds a retail on-sale liquor license with Jay Street Pub in Bruce. I have included the language from our ordinance that speaks to these types of temporary licenses along with the application in the packet.
- 9:30 a.m. Public Hearing: There were a number of changes made to the Provisional Budget. All changes have been highlighted in yellow on the budget document. There is a document that must be approved that lists the changes to the Provisional Budget as well. That document is in your packet.
  - Vicki and I did reduce contingency to equal 5% of total appropriations. We had to remove the \$45,000 that was “earmarked” for ECBH. We put that \$45,000 back in to cash applied. I have a note that at the first meeting in January 2017, the board can take action to assign \$45,000 of fund balance for ECBH if you so choose.
- Routine: Plats, surplus items, right-of-way application
- Agreement with BKV: This is the architectural firm that the Jail Expansion Committee chose as their top candidate after interviewing 3 of the 8 firms that submitted RFPs.

### Director's Report:

- The State's Attorney's office and the Sheriff's Department are in need of a way to share video files easier—without having to create DVDs or CDs; as well as being able to attach videos to Zuercher reports. Shawn has researched this issue and has found a way to store the videos so that both those departments would have access to them. Shawn will be available to answer questions.
- Cost of flu shots with Community Health is going up to \$45 from \$25. There is an additional \$20 administration fee that they would be charging per shot. We do the flu shot clinic in conjunction with the city. In researching other entities that provide flu shots, Avera was the cheapest at \$35 and can do it for both the county and city. Laura does have the additional dollars in the HR budget. We had a date set for the flu shot clinic, but that date does not work for Avera so we will be rescheduling that as soon as possible. Community Health informed us of the \$20 price increase on September 8<sup>th</sup>.
- The Health Fair is October 27<sup>th</sup>. The past several years there has been up to \$100 of incentive pay for employees taking part in the health screenings and who have positive results in a number of different areas. The Department Heads have said they would like to continue this for their employees. The results are analyzed by Laura and the pay is done through payroll.
- Kirsten Gjesdal with the Brookings Farmers Market said the group is applying for a Wellmark Kickstarter grant. They will be requesting funding for outdoor power outlets (locked when not in use), permanent outdoor benches and bike racks. I did inform her that anything that is done on the courthouse property is ultimately a commission decision. Ms. Gjesdal said this is all very preliminary and would not happen without the grant funding. They are aware of the approvals needed as well. She did address the power bill and noted that the Farmers Market would be financially responsible

for all electrical costs throughout the year. I wanted to bring this to the board now so you are aware of what requests may be coming.

- I have included a handout on the Juvenile Justice Public Safety Improvement Act (SB73) that I received at convention.

Upcoming Dates:

- October 10, Monday: County Offices will be closed in honor of Native American Day.
- October 18, Tuesday: The board has been invited to attend a tour of the Novita facility at 6:00 p.m.

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is written in dark ink and is positioned above the typed name.

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota

# Juvenile Justice Public Safety Improvement Act (SB 73)

## Executive Summary

In South Dakota, we send children to the Department of Corrections (DOC) at a higher rate than almost any other state in the country. While we recently reduced that commitment rate, our decline lags behind other states. Motivated by our comparatively high commitment rate and the high price of our DOC beds, our state leaders formed the South Dakota Juvenile Justice Reinvestment Initiative Work Group, a bipartisan, inter-branch, data-driven group, to analyze juvenile justice data and consider whether policies could be developed to improve outcomes at a lower cost for our children. Over six months, the work group developed a package of policies that resulted in the Juvenile Justice Public Safety In Juvenile Justice. This Act is designed to achieve the goals laid out for the work group: increase public safety by improving outcomes, hold juvenile offenders more accountable, and reduce costs by investing in proven community-based practices while saving residential facilities for juveniles who are a public safety risk.

### **Prevent deeper involvement in the juvenile justice system**

- Expand the use of diversion by providing fiscal incentives to counties and encouraging broader use of diversion for non-violent misdemeanants and CHINS with no prior adjudications.
- Create a juvenile citation process to address certain low-level violations swiftly and certainly.
- Establish clear guidelines for probation duration to encourage discharge of juveniles doing well in the community; and free up court services officer time to focus on juveniles at higher risk to reoffend.
- Develop a graduated response matrix to hold juvenile probationers more accountable through swift, certain and proportional responses to violative behavior.

### **Improve outcomes by expanding access to evidence-based interventions in the community**

- Increase access to evidence-based treatment across the state.
- Monitor implementation and delivery of treatment in rural areas.
- Evaluate strategies to improve outcomes for justice system involved Native American youth.

### **Focus residential placements on youth who are a public safety risk**

- Create a presumption of probation for all but establish criteria allowing youth posing a risk of harm to others to be committed.
- Establish Community Response Teams (CRTs) as resources to help judges identify community-based alternatives to DOC commitment.
- Institute performance based contracting for providers to meet treatment goals within established timeframes, when possible.
- Require state-run juvenile corrections facilities to design and operate programs to achieve release to aftercare within three months.
- Require findings from the court prior to placing a child in county detention for more than 14 days in a 30-day period.

### **Ensure quality and sustainability of reforms**

- Establish an oversight council to monitor and evaluate the implementation of the reforms.
- Provide funding to counties if detention bed days increase.
- Train DOC staff to be full participants in treatment team meetings for youth in placement.

#### ***Endorsed by:***

*Governor Dennis Daugaard*  
*Chief Justice David Gilbertson*  
*Attorney General Marty Jackley*  
*State's Attorneys Association*  
*Sheriffs' Association*  
*Association of County Commissioners*  
*Association of Criminal Defense Lawyers*  
*Network Against Family Violence and Sexual Assault*  
*Association of Youth Care Providers*  
*Chamber of Commerce and Industry*  
*Voices for Children*  
*Juvenile Justice Reinvestment Initiative Workgroup*  
*Family Heritage Alliance Action*  
*Teen Court Association*  
*South Dakota Family Policy Council*  
*Council of Mental Health Centers*  
*Council of Substance Abuse Directors*

2016 DAKOTA RISING

# GALA



PLEASE JOIN US

FOR THE DAKOTA RESOURCES

DAKOTA RISING GALA

**SATURDAY, OCTOBER 8, 2016**

Spearfish Holiday Inn Convention Center  
305 North 27th Street, Spearfish, SD 57783

**6:00p Doors open / Networking**

**6:30p Buffet Dinner**

**7:30p Dakota Rising Program**

Join us as we graduate our Dakota Rising Fellows, introduce our next class of Fellows and recognize our Dakota Rising Community Sites.

**8:30p Entertainment with Max Temple Band**

Tickets: \$40. Dinner is provided (there will be a cash bar).

Tickets may be purchased at:

<https://drgala2016.eventbrite.com>

Deadline for ticket purchase is September 30, 2016.

To learn more about or register for the Dakota Rising conference, visit:

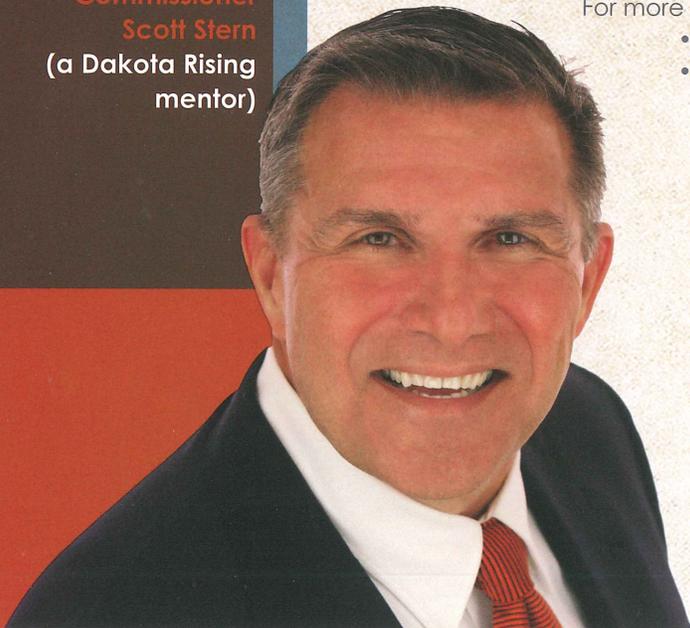
<http://www.dakotaresources.org/dakota-rising>

For more information contact:

- Cheryl@dakotaresources.org
- 605.937.8256

## KEYNOTE SPEAKER

**Governor's Office  
of Economic  
Development  
Commissioner  
Scott Stern  
(a Dakota Rising  
mentor)**

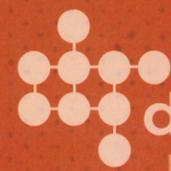


*This event is sponsored by the Bush Foundation. The entire Dakota Rising community appreciates your support and interest.*



WE ARE

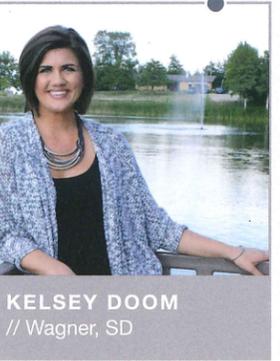
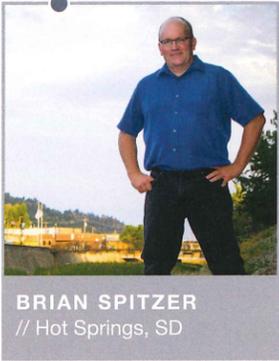
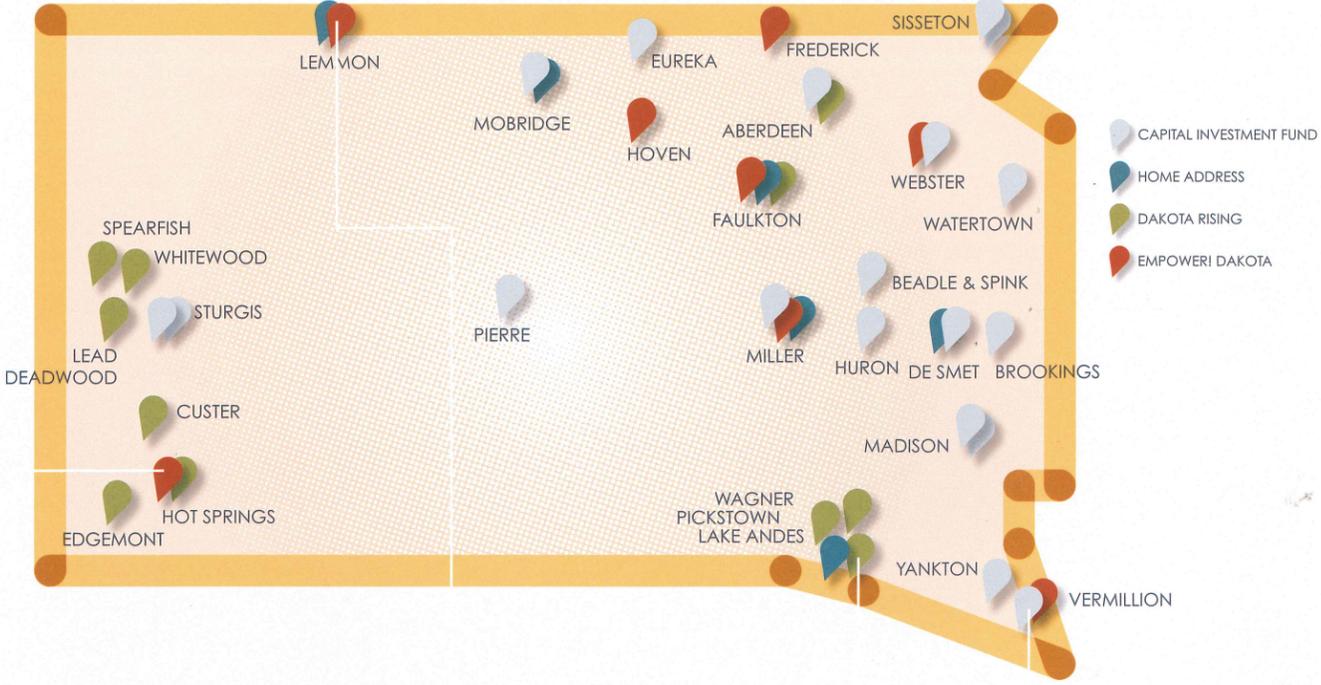
OUT HERE



dakotaresources

OUR 2015 ANNUAL REPORT

# Our 2015 Dakota Resources Community Partnerships



## “We’re Out Here!”

If that doesn’t sum up our 2015, we don’t know what does. After years of championing rural communities across South Dakota and making huge strides in places like Faulkton, Webster and Spearfish, Dakota Resources was ready to be a little bolder. A little louder. More “out here” with our thinking. We knew it was time to strengthen our scope and visibility across the state in order to make a bigger impact. We also wanted to ensure our future by broadening the understanding of who we are and what we do for rural South Dakota. As an advocate for rural growth and sustainability, we challenged ourselves to take a good look at our own organization.

With that came the need to “gather our crowd” of Board of Directors, staff, financial advisors, support partners and consultants for some insight and direction. A few months, a strategic presentation and several long, thoughtful conversations later, a plan was approved and put into motion. This plan was designed to:



- Boost recognition and strengthen the Dakota Resources brand by launching the RuralX Summit in 2016
- Increase our sustainability by identifying new ways to partner with more rural communities
- Strengthen existing relationships and garner more support from key entities

With a committed team behind us, Dakota Resources set out to make things happen. We had the right people in the right places. Our desire to move forward was stronger than ever. Supporting us was a visionary Board of Directors ready to go “all in” for a sustainable future. For years we’ve been out here in rural South Dakota, quietly doing great work for our small communities and helping people like Cathy Evans, Brian Spitzer, Kelsey Doom and

Nate Welch (shown left; featured in this issue).

In 2015, we decided to stop being so quiet.

As we continue to charge ahead with gusto, we thank you for believing in us. We are **OUT HERE** with you ... and we are having the time of our lives.

BETH DAVIS // President

RACHAEL SHERARD // 2015 Board of Directors Chair

“People lead to people. I like that a lot. It is amazing how doors open up when you have the right connections.”

CATHY EVANS // Executive Director, Lemmon Housing Authority





### Home Address Site Impacts in 2015\*:

- 425 Citizens engaged in town hall conversations
- 25 Citizen-led initiatives started or completed
- 60 New or improved homes
- 15 Dilapidated properties cleared for development
- 10 New lots open for development
- 115 Houses sold or for sale

\*Note: numbers are approximate

## Home Address Initiative Opens New Doors For Lemmon Housing Authority

"My first Home Address meeting, I found myself sitting in a circle looking at a rock," laughs Cathy Evans, Executive Director of the Lemmon Housing Authority.

"I was very intimidated and uncomfortable. I am a back row, last chair kind of person. So sitting in a circle talking to a group was hard. But, by the third meeting I was totally comfortable. Now I conduct all my own meetings in a circle!"

Cathy began her journey with Home Address in 2012, and while she admits to initial fears, she now realizes that being pushed out of her comfort zone was a path to her personal growth.

"Each time I met with the Home Address group, I found we all had an equal voice and no idea was a bad idea," she says. "I met wonderful people from other communities that have the same housing issues we face in Lemmon. Thanks to this experience, I feel like I am not as afraid to ask questions or contact people, and I am doing things I never imagined I would do."

Through Home Address, Cathy says she also learned to ask the right questions, talk to the right people and take time upfront before diving into a project. She credits the Home Address "iceberg" process for helping her slow down and not rush from point A to point B.

"Every time they put that iceberg up in a meeting, I would just groan inside," she remembers. "Then our team got to the point where we started moving and I saw how all that upfront planning was so pertinent to the bigger picture."

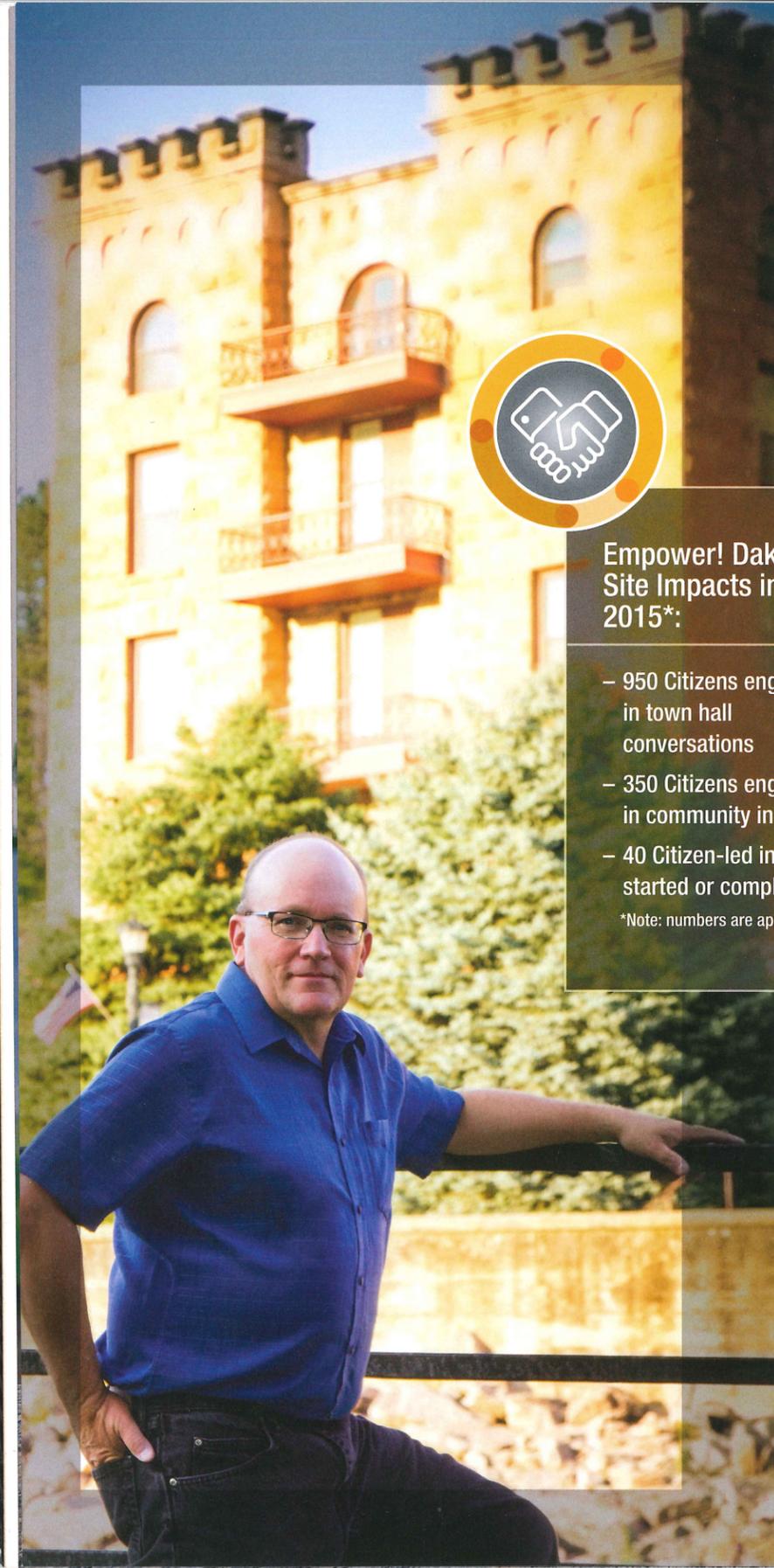
Instead of spinning wheels, we were actually making progress. It was like a light bulb went on for me."

Some of the progress Lemmon has seen through the help of Home Address and the Lemmon Housing Authority include helping residents apply for funds through NeighborWorks to make their homes safe and insurable. They were able to partner with South Dakota Housing, utilizing Housing Authority Funds for the purchase and repair of six homes. The community is also working towards building an eight-unit apartment complex. Cathy says without the Home Address gatherings, she would not have met the resource providers face-to-face.

"Home Address opened our eyes to the availability of grant money through South Dakota Housing, and we were able to apply for funds for a housing study. The results of that study spurred us into action and we've recruited a lot of locals to come on board," she says.

When asked about the most important thing she has gained from her relationship with Dakota Resources and her involvement with Home Address, Cathy says it was a motto they taught her.

"People lead to people," she says. "I like that a lot. It is amazing how doors open up when you have the right connections."



## Hot Springs Business Leader is Empowered to Become a Community Leader

They call him “The Instigator.”

It’s a title Brian Spitzer never imagined for himself, but after four years as a Resource Team member with Dakota Resources, he is proud to be a positive influence on his hometown of Hot Springs.

“I’ll admit I was skeptical at first,” he says. “It was hard to fathom how it would all work. As time went on it became apparent that Dakota Resources DOES work. It isn’t just a bunch of people talking, it is a bunch of people connecting and making things happen.”

Brian grew up in Hot Springs and has been the owner of Spitzer Construction for twenty-two years. As a local businessman, he figured “people knew me and that was good enough.” It wasn’t until he was invited to a Dakota Rising meeting in 2012 that he began to realize his ability to be more for his business and his community.

“Dakota Resources changed everything. Before, I didn’t know the right people or how to approach them to get things done,” he says. “Now, I have the proper tools in my tool belt. I have the confidence to speak up and be a leader. Dakota Resources showed me how to use data and facts to influence decisions. I have personally spoken to the Lieutenant Governor about the needs of Hot Springs. I’ve seen myself make things happen, and I want to nurture that in the people around me. It’s just been amazing.”

As far as being an instigator, Brian was instrumental in bringing Empower! Dakota to Hot Springs last year. Approximately 150 residents are now involved with Empower! Dakota, which has outlined five key community initiatives, including recreation, health and wellness, business and economic development, housing and tourism. He also helped bring the annual Dakota Rising meeting to Hot Springs in 2015 and spoke at the event several times. Finally, Brian has used his experience to help bring other Hot Springs residents out of their shells to “ruralize their potential,” just like he did.

**“I have come from being a skeptic to being a huge advocate and voice for Dakota Resources. This organization is about helping people help themselves. I am 100% an example of that.”**

**BRIAN SPITZER** // Vice President Southern Hills Economic Development

### Empower! Dakota Site Impacts in 2015\*:

- 950 Citizens engaged in town hall conversations
- 350 Citizens engaged in community initiatives
- 40 Citizen-led initiatives started or completed

\*Note: numbers are approximate



KELSEY DOOM // Director of Economic Growth, Wagner Area Growth

## Dakota Resources Mentors Rural Rock Stars

Kelsey Doom may be the only Economic Development Coordinator around with a zoology degree. But instead of pursuing a career as a veterinarian, she took a little side path that led to a full blown passion.

“I didn’t get into vet school right away, so I came home to Wagner for a few months to figure things out,” she said. “My plan was to apply to vet school again, but in the meantime, I took a job with an insurance company and volunteered with the local Home Address effort. I started putting together a grant and helped bring in some local investors. I got a high off writing that first grant and just fell in love with this kind of work. It was pretty much game over for vet school.”

After her work with Home Address, Kelsey got a taste of Dakota Rising.

**“I was so inspired by those Dakota Rising Fellows,” she remembers. “I also met Joe and Beth from Dakota Resources, and they changed my life.”**

Knowing she had found her passion, Kelsey then set out to make a living.

“I actually went to the development corporation and asked Bryan Slaba, the president, if he would have any interest in hiring me. It was a big step for Wagner Area Growth to agree and get the budget to hire me, but they did it! Bryan saw my drive and passion for Wagner,” she said. “I have always loved it here. I think the Wagner community is starting to realize we live in a pretty great place. I am able to go out and see what other communities are doing, and we are right there with them. I would say one of my biggest roles is to just be an advocate and cheerleader for this area.”

While twenty-six-year-old Kelsey admits she lacked training and experience in economic development, she was fortunate to find great mentors who believed in her, and she quickly learned the ropes.

“I am not the same person I was two years ago,” she says. “Beth saw something in me, and she helped me see my own potential. Now I am comfortable reaching out and asking for help. I know how to get things done. I am more down-to-earth and humble in a healthy way. I have incredible optimism and I’m doing what I love. Some days I just cannot believe how lucky I am.”



### Dakota Rising Fiscal Year 2013-2015 Fellows Outcomes:

- Net Profits increased 116%
- Gross Revenues increased 13%
- Full-time jobs increased 20%
- Part-time jobs increased 18%



## Capital Investment Fund Impacts in 2015:

– 26 loans outstanding for a total of \$15,295,225

– Three new loans totaling \$2,076,000

– Total loan commitments of an additional \$570,000

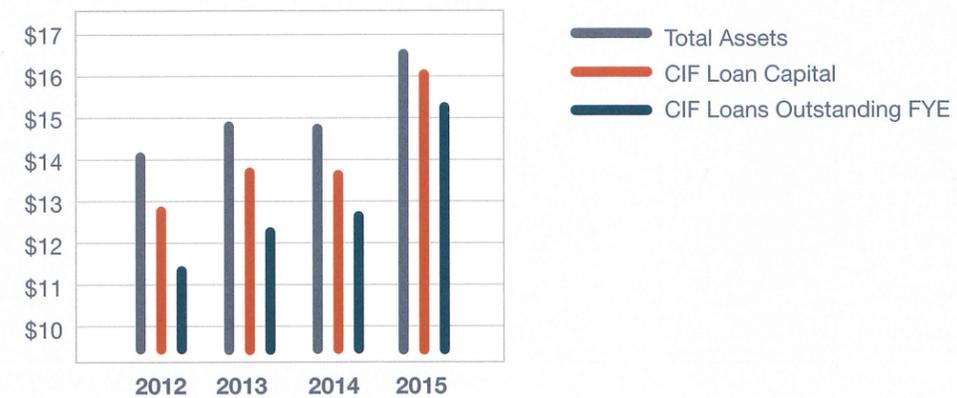
– Total pre-approved and approved loans of an additional \$5,950,000

### SUMMARY OF CAPITAL INVESTMENT FUND DEMAND GROWTH

Cumulative Fiscal Year Ending	2012	2013	2014	2015
Total Assets	14,176,240	14,972,234	14,906,136	16,818,803
CIF Loan Capital	12,941,980	13,865,000	13,855,000	16,041,550
# of CIF Loans Outstanding	22	24	25	26
CIF Loans Outstanding	11,515,500	12,484,557	12,783,183	15,295,225
CIF Loans Committed	2,000,000	-	-	570,000
CIF Loans Approved	750,000	-	-	1,700,000
CIF Loans Pre-Approved	300,000	3,525,000	2,575,000	4,250,000
<b>% of CIF Loans Outstanding, Committed, Approved, &amp; Pre-Approved</b>	<b>14,565,500</b>	<b>16,009,557</b>	<b>15,358,183</b>	<b>21,815,225</b>
<b>% of CIF Loans Outstanding, Committed, Approved, &amp; Pre-Approved FYE</b>	<b>113%</b>	<b>115%</b>	<b>111%</b>	<b>122%</b>

### TRACK RECORD OF STEADY GROWTH

(in Million \$)



“When things get a little challenging, Dakota Resources stands behind us to keep things moving forward. I know they will always be here for me, whether I need coaching, mentoring or just a slap upside the head!”

**NATE WELCH** // Executive Director,  
Vermillion Chamber and Development  
Company



## Support Gained Through The Capital Investment Fund Really Adds Up

Sometimes, confidence is everything.

That was the case with Nate Welch, who claims the confidence he gained by working with Dakota Resources helped in his ability to problem solve and dream for the Vermillion community.

“We had a plan for a seventy lot housing development that wasn’t quite working out,” he admits. “I had some great professional and frank discussions with Dick and Jay, who had been a part of the project through Dakota Resource’s Capital Investment Fund. Thanks in part to their support and belief in us, the Vermillion Chamber and Development Company was able to take another look at the project from a different perspective. In the end, we were able to accelerate the project and come up with more forward-thinking solutions.”

That experience is just one reason Nate is grateful to have Dakota Resources on his side. While he appreciates the financial counseling he has gained through Dick and Jay, he says he has grown the most through their mentorship and honest conversations.

Because of the positive experience with Dakota Resources, Nate asked the organization to facilitate a recent VCDC board retreat.

“I am a big proponent of the way they operate. I like their style. Beth Davis came in and led a fantastic meeting, and a few weeks later one of our board members had to host his own meeting. I walked past the room and the chairs were in a circle with a talking piece in the middle,” he says. “If that doesn’t show the kind of respect we have for Dakota Resources, I don’t know what does.”

## Dakotas America Invests In The Health of Rural Communities.

The need to recruit and retain rural practitioners is a huge part of solving our rural healthcare provider shortage.

Dakotas America is working to be a part of that solution.

Thanks in part to the help of Dakotas America, pre-medical students from rural North and South Dakota have another avenue for a high-quality education. The Edward Via College of Osteopathic Medicine (VCOM), with its three campuses, is one of the most innovative medical colleges in the country, with cutting-edge technology, facilities, and experienced faculty.

Dakotas America attracted private investment through the federal New Markets Tax Credit program to help fund the construction of the newest 16 acre VCOM branch campus located in Auburn, Alabama, which opened for its inaugural class in July 2015. Students accepted into the program are asked to maintain VCOM's mission of becoming community focused, globally minded osteopathic physicians who desire to meet the needs of rural, medically underserved areas, promote research and improve human health.

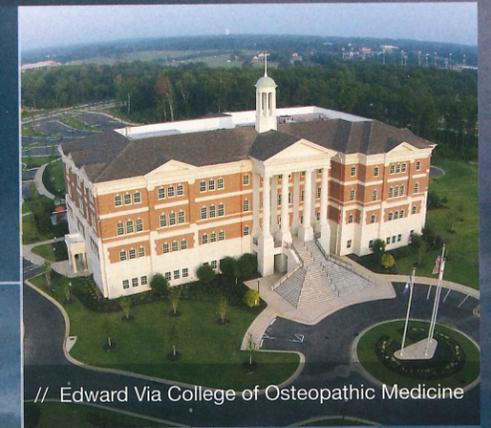
"There are currently nine students from North and South Dakota taking advantage of the opportunities available to them through VCOM, and it is our hope that these students return to serve our rural communities," says Lin Van Hofwegen, Managing Director of Dakotas America.

One of those students, LeShea Quade, from Milbank, South Dakota, just completed her first year of medical school at VCOM's Carolinas Campus and hopes to return to the Midwest to practice medicine in a small town after she completes her residency.

"It's a great school. The coolest part is that they push for you to go back to rural communities and practice medicine. I am looking forward to taking a mission trip to help serve underserved countries and see patients that really need our help. I love that the school cares about that," says LeShea.

Dakotas America serves disadvantaged rural communities across the country by providing NMTC-enhanced financing to help spur job growth and long-term sustainability, with an emphasis on health care and education. Since its inception in 2005, the organization has been awarded NMTC allocations totaling \$255 million. The unique medical school partnership with VCOM is just one example of how these dollars are benefitting rural South Dakota.

Dakota Resources proudly shares office space and a common rural vision with the Dakotas America team, including: Lin Van Hofwegen, Managing Director; Dustin Ludens, VP of Portfolio Management; and Jay Headley, VP of Finance. Find out more at [dakotasamerica.com](http://dakotasamerica.com).



// Edward Via College of Osteopathic Medicine

### Dakotas America makes National Impact:

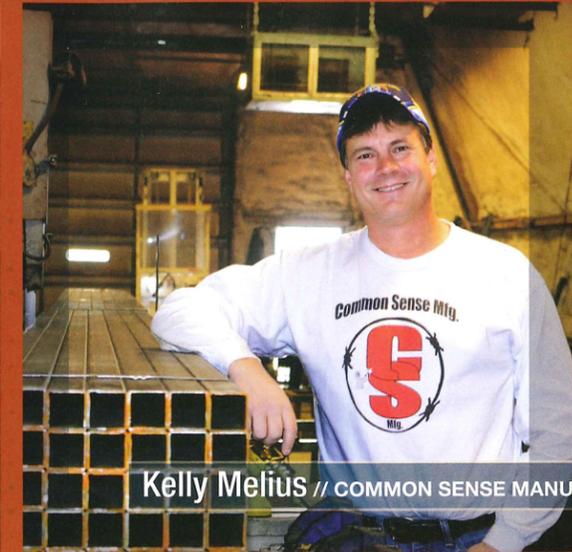
- \$255 MM invested in low-income communities through 4 NMTC Allocation Awards
- Over 2,200 newly created jobs and over 1,100 retained jobs
- Vital new healthcare services for over 160,000 persons
- New education opportunities for over 10,000 students
- Over 300 medical students serving underserved rural areas and public health programs
- Critical goods and services access for over 2,300 low-income persons
- Access to fresh, healthy foods for over 300,000 people
- Expanded and consolidated services by federally qualified healthcare centers
- Skills for new Americans
- Access to quality jobs in rural areas
- Medical and public health research
- Over 1,160,000 square feet of real estate constructed or rehabbed



## Dakota Resources Welcomes New Board Members



Jason Ketchum // BLACK HILLS CORPORATION



Kelly Melius // COMMON SENSE MANUFACTURING

Dakota Resources welcomes Jason Ketchum of Black Hills Corporation to the board of directors. Jason has been with Black Hills Corp for 14 years and is currently the Director of Utility Business Development. He has a bachelor's degree in history from the University of Missouri and master's degree in finance from the University of Phoenix. Jason has been a past president of the Black Hills Corporation Foundation, a board member for Wellfully (formerly Wellspring) and has helped with economic development efforts in seven states served by Black Hills Corp.

### Why Dakota Resources?

"Part of my job is to work with over 700 communities served by Black Hills Corp in seven different states. Many of these communities are very rural, so it is second nature to think about how to help those communities survive and thrive. I consider rural areas to be the heart of our country, with a lot of opportunities that are simply under-served. I want to help change that, and I believe Dakota Resources is a strong, uniquely positioned organization that is making a difference."

### How Do You Hope To "Ruralize Your Potential?"

"My whole career has been focused on making things grow, and it is so fulfilling to see this happening in rural communities. I've always been fascinated by what makes one small community successful while similar communities seem to fade away. I feel like part of it is a positive, forward-thinking attitude. If people believe they can succeed, they will succeed, and that success creates more success. I look forward to working with an organization that empowers people. I plan to learn a lot and use my business and economic development background to contribute as much as I can."

Kelly Melius has been involved with Dakota Resources as a Dakota Rising Fellow, alumni and mentor since 2012. He is the owner and CEO of Common Sense Manufacturing in Faulkton, a company he built out of a solutions-based idea on his family farm in 2000. Along with operating Common Sense Manufacturing, Kelly is a community development board member for Faulkton and serves on several committees around the community.

### Why Dakota Resources?

"I saw firsthand the investment Dakota Resources has in the people they serve. Not only do they truly care about helping people and communities succeed, they have the ability and the resources to help make it happen. But for me, the light really went on when I realized Dakota Resources isn't just about making a business better. It's about making a business better for a community. It's a win-win model and I am a true believer."

### How Has Dakota Resources Helped You "Ruralize Your Potential?"

"Through my experience with Dakota Rising, I realized I couldn't do it all myself and that by letting others handle things they actually have more ownership and do a great job. I learned to be a better communicator and to really listen to others. I was also inspired to become more involved in my community and did things I probably never would have done before my fellowship, including running for the school board."

# Statements of Financial Position

FISCAL YEAR ENDING DECEMBER 31, 2015 & 2014

FINANCIAL SUMMARY

ASSETS	2015	2014
<b>CURRENT ASSETS</b>		
Unrestricted cash	\$ 117,192	\$ 224,752
Restricted cash for Capital Investment Fund lending	–	50,425
Current maturities of loans receivable	1,511,000	1,610,000
Distribution receivable from Dakotas America, LLC	269,651	230,789
Grant receivable	46,638	44,420
Other receivables	53,568	29,709
Prepaid expenses	4,004	3,019
Total current assets	2,002,053	2,142,689
<b>INVESTMENTS AND OTHER ASSETS</b>		
RBEG loans receivable, net	35,560	44,240
Capital Investment Fund loans receivable, net	13,334,883	10,805,856
Opportunity Fund	62,834	157,834
Investment in Dakotas America, LLC	287,051	213,694
Investments available for Capital Investment Fund lending	694,775	1,021,392
Investments available for RBEG lending	113,789	103,956
Other investments	269,409	392,500
South Dakota Community Foundation	12,284	13,128
Other assets	500	1,400
Total investments and other assets	14,811,085	12,754,000
<b>PROPERTY AND EQUIPMENT</b>		
Property and equipment, net of accumulated depreciation	5,665	9,447
Total assets	<b>\$ 16,818,803</b>	<b>\$ 14,906,136</b>

LIABILITIES AND NET ASSETS	2015	2014
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 51,970	\$ 52,618
Sales tax payable	3,496	1,048
Current maturities of notes payable	60,000	10,000
Total current liabilities	115,466	63,666
<b>LONG-TERM LIABILITIES</b>		
Notes payable, net of current maturities	1,405,000	490,000
Equity equivalent notes payable	9,336,550	8,486,550
Total long-term liabilities	10,741,550	8,976,550
Total liabilities	10,857,016	9,040,216
<b>NET ASSETS</b>		
Unrestricted		
Board designated - community economic development loans	1,362,540	1,267,540
Undesignated	4,362,015	4,377,910
Total unrestricted	5,724,555	5,645,450
Temporarily restricted	47,232	30,470
Permanently restricted	190,000	190,000
Total net assets	5,961,787	5,865,920
Total liabilities and net assets	<b>\$ 16,818,803</b>	<b>\$ 14,906,136</b>

# Statements of Activities

FISCAL YEAR ENDING DECEMBER 31, 2015 & 2014

	2015	2014
<b>REVENUE AND OTHER SUPPORT</b>		
Grants	\$ 390,638	\$ 248,750
Interest income on loans receivable	483,032	450,925
Dakotas America, LLC income	336,389	366,610
Net investment return	13,781	15,185
Management income	217,891	249,550
Registration and miscellaneous income	190,281	202,954
Forgiveness of debt	25,000	25,000
Total Revenues	1,657,012	1,558,974
<b>EXPENSES</b>		
General and Administrative	\$ 1,059,563	\$ 805,950
Program Expense	282,193	514,373
Interest Expense	219,389	209,276
Total Expenses	1,561,145	1,529,599
Change in Net Assets	95,867	29,375
Net Assets - Beginning of Year	5,865,920	5,836,545
Net Assets - End of Year	<b>\$ 5,961,787</b>	<b>\$ 5,865,920</b>

FINANCIAL SUMMARY

*OUT HERE, the world is OPEN, WIDE AND FREE  
with plenty of room for a mind to wander  
and ideas to grow.*

#### CAPACITY BUILDING GRANTORS

- BankWest, Inc
- East River Electric Power Cooperative & Member Systems
- The First National Bank in Sioux Falls
- First PREMIER Bank

Total General Operating Support FYE 2015 – **\$26,750**

#### CAPITAL GRANTS

- Avera Health
- Black Hills Corporation
- CDFI Fund (US Dept. of Treasury)
- Citi Foundation
- Opportunity Finance Network
- US Bank
- Xcel Energy

Total Capital Grants FYE 2015 – **\$3,877,460**

#### CAPITAL INVESTMENT FUND LOANS

- Aberdeen Development Corporation
- Arlington Community Development Corporation
- Beadle and Spink Enterprise Community (BASEC)
- Beresford Economic Development Corporation
- DeSmet Development Corporation
- Greater Huron Economic Development Corporation
- Lake Area Improvement Corporation - Madison
- GROW South Dakota
- Pierre Economic Development Corporation
- Rural Electric Economic Development, Inc (REED Fund)
- Sturgis Economic Development Corporation
- Vermillion Community Development Corporation
- Webster Area Development Corporation
- Yankton Area Progressive Growth

Total Loans Outstanding FYE 2015 –  
**\$15,295,225**

#### PROGRAM DEVELOPMENT & SPONSORSHIPS

- 1st Financial Bank USA
- Anderson Industries
- Avera Health
- BankWest
- Bruce Rampelberg
- Bush Foundation
- Cammack Ranch Supply
- Christensen Land and Cattle, Ltd
- Citigroup
- Dacotah Bank
- East River Electric Power Cooperative
- Gloria Pluimer
- Jon Farris
- Lakner Farms
- NeighborWorks
- Paul Batcheller
- Pierre Business Improvement District
- REED Fund
- Scull Construction
- Sioux Falls Convention Center
- South Dakota Community Foundation
- South Dakota Housing Authority

Total Program and Sponsorship Support FYE 2015 –  
**\$146,628**

#### CAPITAL INVESTMENT FUND INVESTORS

- 1st Financial Bank USA
- Avera Health\*
- Bank of the West
- BankWest, Inc
- Black Hills Corporation
- CDFI Fund (US Dept. of the Treasury)
- Citi Group Foundation
- CorTrust Bank
- Dacotah Bank
- First Bank and Trust
- First Dakota National Bank
- The First National Bank in Sioux Falls
- First National Bank South Dakota
- First National of Nebraska CDC
- First PREMIER Bank
- First Interstate BancSystem
- Great Western Bank
- Home Federal Bank
- Midcontinent Media, Inc.
- Opportunity Finance Network
- Sanford Health
- SD Governor's Office of Economic Development
- SDN Communications
- Sioux Falls Development Foundation
- Target National Bank
- US Bank
- Wells Fargo CDC
- Wells Fargo Financial
- Xcel Energy, Inc.

Investments FYE 2015  
– **\$16,041,550**

We are proud. We are rural.

# WE ARE OUT HERE



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## 2016 DAKOTA RESOURCES BOARD OF DIRECTORS

### CHAIR

**Rachael Sherard**  
Senior Vice President  
Avera Rural Health Services

### VICE-CHAIR

**Ruth Christopherson**  
Senior Vice President  
Citibank Community Development

### SECRETARY/TREASURER

**Jeff Lakner**  
Owner-Operator  
Lakner Farms

### Kory Anderson

President  
Anderson Industries

### Gary Cammack

Owner  
Cammack Ranch Supply

### Jon Farris

Lending Program Specialist  
BankWest

### Justin Gray

Business Banking Manager  
Wells Fargo

### Terri Haverly

Executive Director  
Black Hills Business Development Center

### Carrie Law

Director of Communications and Government Relations  
Sioux Valley Energy

### Mark Litton

Executive Vice President and Chief Credit Officer  
BankWest

### Chris Malo

President  
Black Hills Urethane

### Brad Moore

Mid Dakota Regional President  
Dacotah Bank

### Scott Parsley

Retired Assistant General Manager for Member Services  
East River Electric Power Cooperative

### Gloria Pluimer

Director of Education and Workforce Development  
Black Hills Special Services Cooperative

### Greg Von Wald

Retired President  
Mitchell Technical Institute

### Heidi Zeller-Crawford

Independent Sales Director  
Mary Kay Cosmetics

## 2017 NEW BOARD MEMBERS

### Jason Ketchum

Director of Utility Business Development  
Black Hills Corporation

### Kelly Melius

Owner and CEO  
Common Sense Manufacturing

## STAFF

### Beth Davis

President

### Joe Bartmann

Vice President of Community Innovation

### Jay Headley

Vice President of Finance

### Paula Jensen

Vice President of Advancement

### Kristi Wagner

Connector and Senior Community Coach

### Cheryl Leasure

Communication and Event Coordinator

### Misty Cordell

Executive Leadership Coordinator

### Lin Van Hofwegen

Managing Director, Dakotas America

### Dustin Ludens

Senior Portfolio Manager, Dakotas America

## ASSOCIATES

### Dick Werner

Credit Officer

### Mike Knutson

Community Coach

### John Beranek

Community Coach

## STAY IN TOUCH



p: 605.978.2804  
e: info@dakotaresources.org  
w: dakotaresources.org