

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, JANUARY 03, 2017

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 03, 2017 with the following members present: Larry Jensen, Stephne Miller, Lee Ann Pierce, Ryan Krogman, and Mike Bartley.

CALL TO ORDER

Finance Assistant II Jenna Peterson called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

REORGANIZATION OF THE BOARD

Motion by Miller, seconded by Pierce to appoint Larry Jensen as Chairperson for 2017. Roll call vote: Miller "aye," Krogman "aye," Bartley "aye," Pierce "aye," Jensen "abstain." Motion carried.

Motion by Krogman, seconded by Miller to appoint Lee Ann Pierce as Vice-Chairperson for 2017. Roll call vote: Krogman "aye," Bartley "aye," Pierce "abstain," Miller "aye," Jensen "aye." Motion carried.

APPROVAL OF AGENDA

The agenda for the January 03, 2017 Commission Meeting was approved without objection. The board added an Executive Session in accordance with SDCL 1-25-2(4), Contract Negotiations.

CONSENT AGENDA

Motion by Krogman, seconded by Miller to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the December 27, 2016 Commission Meeting.

Travel Requests: Robert Hill to attend the Gas Pipeline Advisory Committee Meeting on January 10th-13th in Washington D.C. Commissioners, Department Heads and/or their designees to attend Brookings Day at the Legislature on January 18th in Pierre; Commissioners, Department Heads and/or their designees to travel during the 2017 legislative session for any county commissioner, department head or county employee to participate in the legislative process in Pierre, SD; Commissioners, Department Heads, and/or their designees to attend the 8-County Meeting in Hamlin County in March, Deuel County in May, Moody County in August, and Codington County in November.

Cellular Allowances: Mike Bartley- Basic Usage-\$30 monthly allowance & Data Plan- \$45 monthly allowance; Brittany McKnight- Extensive Usage- \$60 monthly allowance & Data Plan- \$45 monthly allowance.

Technology Stipends: \$500 for Mike Bartley; \$500 for Ryan Krogman; \$500 for Brittany McKnight; \$500 for Stacy Steffensen.

Human Services Report: case #16-184A for rent was denied; case #16-186A for Hy-Vee Pharmacy was approved; case #16-194 for rent was approved; case #16-195 for rent was approved; case #16-196 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

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

2016 Claims: A to Z World Languages Inc, Translation Services, \$600.00; Adams, Jason R, Court Appt Attorney, \$291.62; Avera McKennan Hospital, Mental Health Hold, \$4,197.00; Avera Occupational Medicine, Drug Testing, \$304.50; Boarman Kroos Vogel Group, County Jail Study, \$3,100.12; Bozied Oil Co Inc, Tow, \$155.00; Brookings County States Attorney, Replenish Petty Cash, \$80.00; Brookings Domestic Abuse Shelter, 4th Qtr Payment, \$2,325.00; Brookings Engraving, Courthouse Signage, \$109.00; Brookings Health System, November Blood Alcohol Testing, Inmate Medical, \$3,963.33; Brookings Property Managemt, Care of Poor Rent, \$365.00; Brookings Register, Delinquent Tax Publication, \$835.92; CF Promo Sports, Appraisal Staff Shirts, \$338.00; Codington County Search & Rescue, Fuel Reimbursement, Mutual Aid, \$201.97; Courtesy Plumbing Inc, Faucet Handle-Truck Shop, \$4.00; Dakota Service, Tow, \$112.50; Dept of Legislative Audit, Partial Audit Fees-2015 Audit, \$8,625.50; Don's Body Shop, Repair Vehicle, \$400.00; Driveline Service Inc, Rebuild Ford Front Shaft, \$250.00; Eselnd, Inc, Repair Cell 5 Door, \$673.20; Executive Mgmt Finance Office, Tech Access Fee Nov 2016, \$59.00; Ed M. Feld Equipment Company, Scott Mask, Adapter & Filters, \$380.00; Fite, Pierce & Ronning Law, Court Appt Attorney, \$8,209.89; Fix It Shop Locksmith, Jail Keys, \$18.00; Foerster Office & Supply, Janitor Supplies, \$129.10; Fox & Youngberg PC, CAA Mental Illness, \$382.64; Gass Law, PC, Court Appt Attorney, \$2,284.45; Jennifer Goldammer, Court Appt Attorney, \$887.80; David Grayson, Care of Poor Rent, \$1,200.00; Patricia J Hartsel, Transcripts, \$110.20; Hill, Robert, Mileage-Homeland Security Mtg, \$42.42; Holzhauser, Michael, Mileage Reimbursement, \$445.20; Hy-Vee Food Store, Meeting Refreshments, Plates, Jury Meals, Inmate Meals, \$18,673.35; Hy-Vee Pharmacy, Care of Poor Medication, \$54.67; Ina Group LLC, Tax Certificate, \$7,560.88; J&T's Exhaust World, Exhaust Pipe Extensions, \$173.75; Johnson Feed Inc, Road Salt, \$4,826.70; Killeskillen LLC, Refund Building Permit, \$13,398.00; Kingbrook Rural Water, Water Utilities, \$36.65; Benjamin L. Kleinjan, Court Appt Attorney, \$6,231.20; L&L Auto & Truck Parts, Supplies, \$10.97; Lacroix, Heather M., CAA Mental Illness, \$515.17; Lincoln County Auditor, Mental Illness Expenses, \$557.00; M&T Fire & Safety Inc, Helmets, \$1,450.00; Donald McCarty, Court Appt Attorney, \$2,119.10; McGrath North Mullin & Kratz, Service through November, \$87.00; MCI, Long Distance Service, \$77.47; McLeod's Printing & Office, Check Stock, \$336.79; Mid-American Research Chemical, Break-A-Way Penetrating Oil, \$124.08; Midwest Management/BMO Harris, Tax Certificate, \$4,711.90; Miller, Stephne, Mileage-8 County Mtg, \$35.28; N&L Rentals LLC, Care of Poor Rent, \$600.00; National 4-H Council - Supply, Medals, \$4.95; Nancy J Nelson, Court Appt Attorney, \$2,604.52; Office Depot Inc, Toner, \$369.98; Office Peeps

Inc, Office Supplies, Chairs, \$990.43; One Office Solution, Paper, Shredder Oil, \$317.48; Pitney Bowes, Mail Meter Rental, \$165.00; Qualified Presort Service, Postal Service, \$10.87; Reliance Telephone, Phone Cards, \$1,000.00; RFD Newspapers Inc, Publishing, \$2,761.72; Rude's Funeral Home Inc, Transport, \$195.00; SD Dept of Labor, Sheriff Trust, \$1,248.30; SD Dept of Transportation, Bridge Inspections, \$3,304.05; Sioux Valley Cleaners Inc, WIC Janitorial-Dec, \$442.00; Sioux Valley Energy, Aid to Construction, \$8,163.29; Anthony Teesdale, Court Appt Attorney, \$996.22; Thomson Reuters - West, Codified Laws, NW Reporter, \$979.50; Steven Ust, Building Inspections, \$100.00; Van Diest Supply Company, Chemical, ULV Duster & Mister, \$2,990.15; Vandenberg Law, Court Appt Attorney, \$1,104.00; Verizon Wireless, Tablet Data, \$40.01; Walburg, Duane, Animal Control Mileage, \$46.20; Walmart Community, Office Supplies, \$227.10; Wells Fargo, Wells Fargo CC Charges, \$1,383.61; Terry D Wieczorek PC, Court Appt Attorney, \$2,557.12; Kristin A Woodall, Transcripts, \$505.00

2017 Claims: Alice Training Institute, Alice Instructor Certification, \$595.00; Barrier 1, Barrier 1 Renewal Contract, \$7,560.00; Boys & Girls Club, 2017 Teen Court Funding, \$25,000.00; CNA Surety, 2017/2018 Employee Bond, Notary Fees, \$6,353.00; First District Association, 1st Qtr Dues, \$10,410.95; Johnson Controls, 12/16-5/17 Service Agreement, \$15,425.97; Otis Elevator Company, Elevator Contract 2017 Maintenance, \$6,079.18; Pipeline Conference SD PUC, 2017 Operator Training Confrence, \$50.00; Schneider Corporation HFH, Annual Maintenance, Support, \$5,050.00; SDAAO, 2017 SDAAO Association Dues, \$375.00; SDACC, NACO, SDACC Dues, \$5,934.00; SDACO, 2017 Membership Dues, \$2,762.55; SDML Workers' Comp Fund, SDML Workers' Comp 2017 Renew, \$71,629.00; State Bar of South Dakota, 2017 State Bar of SD Dues, \$995.00; Tyler Technologies, 2017 Maintenance, \$63,174.41

January 2017 Cell Phone Reimbursements: Anderson, Jeffrey G, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Buseeth, 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; 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.

Department Head Reports

Veteran & Human Services Director Michael Holzhauser discussed upcoming dates. He also updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Register of Deeds Beverly Chapman welcomed Commissioner Bartley to the board. Chapman discussed DocPro with the board.

County Development Director Robert Hill welcomed Commissioner Bartley to the board. Hill discussed upcoming dates. Hill said all power is back on in Brookings County following storms over the Christmas weekend.

SCHEDULED AGENDA ITEM

As scheduled at 9:15 a.m., Executive Director of First District Association of Local Governments Todd Kays presented First District’s Annual Report.

REGULAR BUSINESS

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Jensen to sign the Letter of Engagement with South Dakota Legislative Audit for the FY2015 audit of Brookings County. Background information was provided by Auditor Jeff Schaefer.

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

Motion by Krogman, seconded by Bartley to approve the Brookings Register, Volga Tribune, Tri-City Star, and Elkton Record as the legal papers of Brookings County for 2017.

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

Motion by Miller, seconded by Krogman to approve the official depositories for Brookings County funds and moneys for 2017 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dacotah Bank, Wells Fargo, Great Western Bank, and Metabank.

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

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Resolution #17-01: a resolution setting meeting pay and per diem rates for volunteer county boards for 2017.

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

RESOLUTION #17-01

A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES FOR VOLUNTEER COUNTY BOARDS FOR 2017

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

That the official meeting pay and per diem rates are in effect for the year 2017 and become effective January 1, 2017.

Meeting Pay:

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

Mileage

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

Per Diem

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

Passed and approved this 3rd day of January, 2017.

Ryan Krogman
Chairperson
Brookings County Commission

ATTEST:

Vicki Buseth
Finance Officer
Brookings County

Motion by Krogman, seconded by Miller to approve and authorize Chairperson Jensen to sign Resolution #17-02: a resolution setting the pay for election workers in 2017.

Pierce asked Finance Officer Vicki Buseth if she feels the current rate is a fair rate for what they do. Buseth said she was planning on increasing the wage next year if the board approves. Pierce said the election workers need to be fairly compensated for what they do. Miller said the time to increase the wage is at budget time.

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

RESOLUTION #17-02

A RESOLUTION SETTING PAY FOR ELECTION OFFICIALS IN 2017

WHEREAS, it may be necessary to appoint election officials in 2017, and

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

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2017, election officials shall be paid as follows:

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

Passed and approved this 3rd day of January, 2017.

Ryan Krogman
Chairperson
Brookings County Commission

ATTEST:

Vicki Buseth
Finance Officer
Brookings County

Motion by Miller, seconded by Bartley to approve cell phone reimbursements for 2017.

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

Name	Department	Amount
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Anderson, Jeff	Highway	\$75.00
Birk, Dick	Highway	\$105.00
Biteler, David	Sheriff	\$30.00
Bjordal, Suzanne	Sheriff	\$30.00
Buseth, Vicki	95% Finance	\$105.00
	5% Elections	
Chapman, Bev	Register of Deeds	\$105.00
DeJong, Darren	Jail	\$60.00
Doremus, Sean	Sheriff	\$30.00
Friedrich, Cliff	Highway	\$45.00
Gengler, Michael	Sheriff	\$30.00
Giegling, Mike	Sheriff	\$30.00
Gross, Linda	Highway	\$30.00
Haider, Darin	Sheriff	\$60.00
Haugen, Richard	Zoning	\$45.00
Hieb, Richard	Coroner	\$30.00
Hill, Robert	75% Emergency Management	\$105.00
	25% Zoning	
Holzhauser, Michael	82% Veteran's	\$105.00
	18% Welfare	
Howard, Abigail	State's Attorney	\$105.00
Jensen, Larry	Commission	\$75.00
Kriese, Jeremy	Sheriff	\$30.00
Krogman, Ryan	Commission	\$75.00
Langstraat, Manual	Sheriff	\$30.00
Lilla, Chris	Equalization	\$105.00
Littlecott, Laura	Commission	\$45.00
McCrea, Don	Sheriff	\$15.00
Miller, Stephne	Commission	\$75.00
Molengraaf, John	County Building	\$30.00
Moser, Misty	Weed & Pest	\$75.00
Nesvold, Teree	State's Attorney	\$105.00
Page, Zach	Sheriff	\$30.00
Pierce, Irene	Welfare	\$45.00
Pierce, LeeAnn	Commission	\$75.00
Pike, Jon	Sheriff	\$60.00
Plowman, Shawn	Technology	\$90.00
Scheer, Aaron	50% Sheriff	\$30.00
	50% County Building	
Scott, Michael	Highway	\$45.00
Sebring, Scott	Sheriff	\$105.00
Stanwick, Martin	Sheriff	\$105.00
Steffensen, Stacy	Commission	\$105.00

Stoltenburg, Mike	Sheriff	\$15.00
Sweebe, Bart	Jail	\$105.00
Umberger, Chuck	Sheriff	\$45.00
Witchey, Kristen	80% Finance	\$75.00
	20% Elections	

The board discussed assigning \$45,000 from General Fund unreserved fund balance to East Central Behavioral Health.

Commission Department Director Stacy Steffensen said at budget time the board discussed putting this money into contingency, but contingency can only be 5% of the total budget. Steffensen said it was suggested that they wait until 2017 and assign general fund unreserved, fund balance dollars to designate those dollars for East Central without actually putting them in that budget line. Krogman said he would like the money set aside, and as long as it stays in the General Fund they can remain flexible on spending it or not.

Motion by Krogman, seconded by Pierce to assign \$45,000 from General Fund unreserved fund balance to East Central Behavioral Health.

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

Motion by Miller, seconded by Krogman to approve board assignments and department liaisons for 2017.

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

2017 BOARD APPOINTMENTS COMMITTEE/BOARD/DEPARTMENT

2017

Jensen	4H Promotion & Expansion Committee
Krogman	Brookings Area Transit Authority (BATA)
Krogman	Brookings County Regional Railroad Authority
Jensen	Brookings County Regional Railroad Authority
Pierce	Brookings Economic Development Corporation (BEDC)
Miller	Brookings County Extension Board
Bartley	Brookings Board of Health
Miller	Domestic Abuse Shelter
Bartley	East Central Behavioral Health & Chemical Dependency Board
Jensen	East Central Regional Communications Council - Chair
Pierce	East Central Regional Communications Council - Board Member
Miller	First District Association of Local Governments
Pierce	Governmental Affairs Committee
Krogman	Growth Partnership Board
Jensen	Housing & Redevelopment Commission - Ex-Officio & Family Self-Sufficiency
Bartley	InterLakes Community Action - Governing Board (ICAP)
Jensen	Jail Expansion Committee
Miller	Jail Expansion Committee
Bartley	Joint Powers Board
Miller	Joint Powers Board
Jensen	Local Emergency Planning Committee (LEPC)
Pierce	Swiftel Center Advisory Board

Pierce	Planning & Zoning Board Member
Miller	Weed & Pest Board Member
Miller	Youth & Family Services - Advisory Board for JDC
Krogman	Hospital Board - Ex-Officio
Dr. Richard Hieb	County Coroner
Sheriff	Deputy County Coroner
Deputies	Deputy County Coroners

DEPARTMENT LIAISONS

Krogman	Community Health, WIC
Krogman	Emergency Management
Jensen	Equalization
Krogman	Finance Office
Miller	Highway
Miller	Register of Deeds
Jensen	Sheriff/Detention Center/Contract Law
Pierce	State's Attorney
Bartley	Veterans/Human Services
Miller	Weed & Pest
Pierce	Zoning/Drainage

Commission Department Director Stacy Steffensen discussed upcoming dates. Steffensen said former Commissioner Tom Yseth provided them with a list of awards and recognition information from the Brookings Health System.

Deputy States Attorney Teree Nesvold welcomed Commissioner Bartley to the board.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended Clyde Calhoon's retirement reception.

Commissioner Bartley attended Clyde Calhoon's retirement reception.

Commissioner Krogman had nothing to report.

Commissioner Miller attended Clyde Calhoon's retirement receptions.

Commissioner Jensen attended and discussed the BATA Meeting; attended Clyde Calhoon's retirement reception; and attended the Winter Calf Show.

EXECUTIVE SESSION

Motion by Miller, seconded by Krogman to enter into Executive Session at 10:04 a.m. in accordance with SDCL 1-25-2(4), Contract Negotiations. Motion carried. The board came out of Executive Session at 10:45 a.m. No action was taken.

ADJOURNMENT

Motion by Krogman, seconded by Bartley to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, January 17, 2017 at 8:30 a.m.

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Jenna Peterson
Finance Assistant II
Brookings County

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