

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, FEBRUARY 21, 2017

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 21, 2017 with the following members present: Larry Jensen, Lee Ann Pierce, Ryan Krogman and Mike Bartley. Stephne Miller was present via telephone.

CALL TO ORDER

Chairperson Jensen called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda for the February 21, 2017 Commission Meeting was approved without objection.

CONSENT AGENDA

Motion by Krogman, seconded by Bartley to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the February 7, 2017 Commission Meeting and the minutes from the February 13, 2017 Commission Meeting.

Travel Requests: Jeff Anderson to attend a 2017 South Dakota Asphalt Conference on April 5th & 6th in Pierre.

Personnel Action Notices: routine step increase- Michael Andresen to \$15.56, effective March 1, 2017.

Human Services Report: case #17-002 for Avera McKennan was denied; case #17-015 for rent was approved; case #17-023 for rent was approved; case #17-024 for rent was approved; case #17-025 for Hy-Vee was approved; case #17-026 for rent was approved; case #17-027 for rent was approved; case #17-028 for rent was approved; case #17-031 for County Burial was approved; case #17-032 for rent was approved; case #16-137 for Brookings Health was approved.

ROUTINE BUSINESS

Approval of Claims

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

A to Z World Languages Inc, Translation Services, \$240.00; A&B Business Inc, Copier Contracts, \$729.56; AgFirst Farmers Coop, LP for Crack Machine, \$12.21; Allegra Print & Imaging, 4-H Banners, Time Cards, \$1,019.16; APA, Membership, \$324.00; AmericInn, Lodging, \$183.98; Anderson Oil, Blend 50/50 Diesel, White, \$1,102.20; Aragon, Martha A, Translation Services,

\$112.50; Auto Body Specialists, Undercoat, Supplies, \$158.28; Avera Medical Group, Inmate Medical, \$2,663.94; Banner Associates, Engineering Services, \$21,047.00; Bob Barker Company, Jail Supplies, \$395.48; Boyer Trucks, Cylinder, \$149.07; Bozied Oil Co Inc, Car Washes, \$96.00; Breit Law Office PC, Collection, \$1,331.04; Bremmon, Carmen, Court Translation Services, \$1,300.00; Brevik Law Office, Mental Illness Attorney Fees, \$279.13; Brookings Area Chamber, Investor Bundle Up Renewal, \$900.00; Brookings Auto Mall Inc, 2017 Chevy Tahoe, Switch, \$35,811.16; Brookings City Utilities, Utilities, Phone, \$8,379.48; Brookings County Finance, Delinquent Taxes, \$969.42; Brookings Health System, January Blood Alcohol Testing, Inpatient, \$7,197.25; Brookings Register, Commission Minutes, Legal Notices, \$733.11; Brookings-Deuel RWS, Water, Bruce Shop, \$19.20; Buhls of Brookings Cleaner, Rugs, Mops, \$58.60; Butler Machinery Co, Alternator & Core Charge, \$323.80; Carquest Auto, Shop Supplies, \$231.01; Central Business Supply, Office Supplies, \$1,371.52; Century Business Products, Copier Contracts, \$667.44; Century Link, Long Distance Service, \$139.29; City of White, Shop Utilities, \$64.95; Codington County Search & Rescue, Mutual Aid Fuel Reimbursement, \$103.09; Brenda K Colombe, January Contract Services, \$1,000.00; Cook's Wastepaper & Recycling, Garbage Service, \$735.21; Courtesy Plumbing Inc, Repair Toilet, \$182.33; Dakota Data Shred, Equipment Rental, Pick-Up, \$66.75; Dupraz, Andy, Extension Brd Mileage 2/10, \$4.20; Ecolab Pest Elimination, Insecticide Fumigation, \$84.90; EDM Publishers Inc, Renewal-Legal Briefing, \$99.00; Einspahr Auto Plaza, 2017 Dodge Charger, Ford Interceptor, \$57,572.00; Ekern Home Equipment Company, Service, Thermostat, Supplies, \$496.69; Erickson Trucks N Parts, Used Swenson Sander, \$2,500.00; Fastenal Company, Bolts, Filters, \$219.40; First Bank & Trust, Fuel, Supplies, Mailing, \$341.25; Foerster Office & Supply, Janitor Supplies, Paper, \$775.50; Ford, Deb, Extension Mtg Mileage 2/10, \$16.80; Gass Law, PC, Court Appt Attorney, \$2,100.85; Graybar Electric Co Inc, Light Bulbs, \$62.56; David Grayson, Care of Poor, \$550.00; Gullickson, David, Care of Poor, \$650.00; Patricia J Hartsel, Transcripts, \$22.80; Konard O Hauffe DDS PC, Inmate Medical, \$493.24; Hill, Robert, Food - Brush Lake Search 2/11, \$17.99; Homestead Do-It Center, Pipe Insulation, \$2.49; Hometown Service & Tire, LLC, Tires, \$812.19; Horn Law Office, Prof. LLC, Mental Illness Expenses, \$207.40; Hungerford Chiropractic PC, Drug Testing, \$30.00; Hy-Vee Pharmacy, Care of Poor, \$421.36; I State Truck Center, Parts, \$45.08; INA Group LLC, Tax Certificates, \$12,771.49; Inmate Services Corporation, Transport, \$623.00; Inter-Lakes Community Action, 1st Qtr Comm Service Worker, \$3,034.25; Interstate All Battery Center, Batteries, \$53.40; Interstate Power Systems Inc, Exhaust & Clamp Kit, \$656.38; Johnson Feed Inc, Road Salt, \$1,597.12; The King Corporation, Anti-Virus Computer Update, \$95.00; Heather Kroontje, Fuel for Transport, \$13.49; L&L Auto & Truck Parts, Shop Supplies, Wiper Blades, \$1,379.81; Lewis & Clark Behavioral Health, Behavioral Mental Health Intake, \$160.00; Lincoln County Auditor, Mental Illness Expenses, \$227.15; Lowe's, Pipe, Tools, Ice Melt, Filters, \$145.44; Lutheran Social Services, LSS Youth Center, \$1,484.16; M&T Fire & Safety Inc, First Aid Supplies, \$88.50; Macksteel, Steel, \$1,134.11; Reed T Mahlke, Court Appt Attorney, \$1,730.80; Mailfinance, Postage Machine Lease, \$1,521.00; Martin's Inc, Diesel, \$15,198.15; Matheson Tri-Gas Inc, Welding Supplies, \$54.86; Donald McCarty, Court Appt Attorney, \$480.00; McKeever's Vending, Inmate Commissary, \$1,651.16; Midwest Glass, Repair Resource Center Door, \$194.57; Minnehaha County Auditor, Mental Illness Expenses, \$268.50; Minnehaha County JDC, January JDC Costs, \$17,820.00; Moriarty Rentals, Care of Poor, \$650.00; Motorola Solutions Inc, Radio & Accessories for Charger, \$2,217.12; Mr. V's Professional Body, Repair, \$594.80; N&L Rentals LLC, Care of Poor, \$550.00; Nancy J Nelson, Court Appt Attorney, \$978.70; Newegg Business Inc, Labels, Ribbon, Computer, \$1,256.43; Northwestern Energy, Utilities, \$3,521.89; Office Depot Inc, Office Supplies, \$42.00; One Office Solution, Office Supplies, \$708.90; Parmely, Ronny, Extension Brd Mileage 2/10, \$8.40; Pharmchem Inc, Patch Kits, Analysis, \$1,433.00; Physicians Laboratory, Inmate Medical, \$72.00; Jennifer Pickard, Extension Brd

Mileage 2/10, \$9.24; Pollard Law, PC, Mental Illness Expenses, \$199.40; Matthew Preszler, Care of Poor, \$650.00; Qualified Presort Service, Work 1/23-1/31, \$10.80; Razor's Edge Lawncare, Snow Removal, \$1,150.00; RDO Equipment Co, Light, Oil Filter, \$198.78; Riverside Technologies Inc, Ink Cartridges, \$450.00; Rude's Funeral Home Inc, County Burial, \$3,000.00; Rude's Funeral Home Inc, Transport, \$240.00; Running's Supply Inc, Supplies, \$404.67; Satellite Tracking of People, GPS Tracking, \$2,109.25; Schuneman Equipment Co, Fittings, Hose, Filters, \$816.08; SD Federal Prop. Agency, Misc Shop Tools, \$99.00; SD Newspaper Service, Job Postings, \$82.40; SDACC, Workshop Registration, \$450.00; SDACO, ROD Relief Fund-Jan 2017, \$682.00; SDEMA, SDEMA Membership Dues, Registration, \$155.00; Sinai Coop Elevator, Diesel-Sinai Shop, \$1,068.74; Sioux Falls Two Way Radio, Minitor Radio-Sinai FD, \$438.00; State 4-H Office, Poultry Tags, \$46.75; Sturdevant's Auto Parts, Filter, Paint, Light, \$72.79; Swiftel Center, Feb 2017 Facility Maintenance, \$1,577.00; Taser International, Lowrider, Headbands, \$112.86; Tessier's Inc, Replace Thermostat, \$153.86; Thomson Reuters - West, West Info Charges, \$555.69; Town & Country Shopper, Detrimental Use of ROW, \$112.00; Town of Sinai, Utilities, \$64.00; Tyler Technologies, Contract PM Charges, \$2,310.00; UPS Store, Shipping, \$13.95; US Postal Service, Postage, \$10,000.00; Steven Ust, Building Inspections, \$400.00; Vandenberg Law, Court Appt Attorney, \$2,432.50; Verizon Wireless, Mobile Data, \$280.07; Wellmark Blue Cross, Flex Admin Fee - 22 Participants, \$1,838.80; Dennis Willert, Extension Brd Mileage 2/10, \$2.52; Yankton County Treasurer, Mental Illness Expenses, \$128.15; Young Door Service Inc, Truck Shed Door Repairs, \$506.89; SD Dept of Revenue, February Remittance, \$476,846.49.

Department Head Reports

4-H Youth Advisor Sonia Mack said they've been busy with after school programs. She said they will be advertising summer programs through the Park & Recreation office.

Mack also discussed the 4-H Promotion & Expansion Committee with the board.

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

County Development Director Robert Hill discussed the Brush Lake search. Hill said he received a call regarding some minor flooding near Lake Poinsett.

Hill discussed upcoming dates.

Hill asked for the board's approval on donating thirty-five bags and miscellaneous supplies to another CERT county team within the region. By consensus, the board gave Hill their permission to donate the bags and other miscellaneous supplies.

Director of Equalization Chris Lilla said the last day to appeal to the local board is March 16th.

Finance Officer Vicki Buseth discussed the division of Bank Franchise tax for 2017 with the board.

Finance Office Report

Finance Officer Vicki Buseth presented the Finance Office Report for January 2017.

January 2017

Total amount of deposits in bank.....	\$20,050,562.23
Total amount of actual cash: Currency.....	\$3,955
Coins.....	\$3.47
Total amount of checks/drafts in Treasurer’s possession not exceeding 3 days.....	\$61,141.75
Itemized list of all other items.....	\$18,127.84
TOTAL.....	\$20,133,790.29

Be it noted, the Payroll & Additives for January 2017 were presented to the board. Commissioner/HR: \$15,985.17; Technology: \$5,791.24; Finance Office: \$19,682.82; States Attorney: \$24,747.65; Equalization: \$17,333.83; Register of Deeds: \$8,125.11; Veterans/Welfare: \$6,106.32; Sheriff’s Office: \$91,256.76; Coroner: \$355.20; Community Health: \$3,256.03; Extension: \$2,175.12; Weed: \$2,192.56; Planning/Zoning: \$5,332.69; Highway: \$51,245.38; Emergency Management: \$3,566.84.

AFLAC: \$2,816.64; Avesis: \$1,300.28; Delta Dental: \$5,027.90; Flex One: \$1,565.64; Principal Life Insurance: \$2,056.04; Garnishments: \$784.42; Local Teamsters: \$1,240.00; SDRS: \$44,397.22; SDRS Supplemental: \$1,863.00; EFTPS: \$90,156.67; Wellmark: \$92,187.66; AFLAC Group/CAIC Primary: \$503.22

Be it noted, the expenditure adjustments for the month of January 2017 were presented to the board. \$4,237.83 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of January 2017 in the amount of \$22,844.50 was presented to the board.

Motion by Pierce, seconded by Bartley to approve the following transfers as per budget appropriations for the first quarter 2017:

From General Fund 101-4-911-4294 to Highway and Bridge fund 201-3-371-0000 in the amount of \$750,000.00.

From General Fund 101-4-911-4290 to Emergency Management fund 226-3-371-0000 in the amount of \$15,531.25. Motion carried.

Sheriff Martin Stanwick said there are 40 inmates in jail. He said one of the inmates has autism so that has been a challenge.

Stanwick said they conducted a small search at Brush Lake.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Executive Director of the Brookings Economic Development Corporation Al Heuton updated the board on BEDC activities.

SCHEDULED AGENDA ITEM

As scheduled at 9:15 a.m., Senior Vice President with Dougherty & Company, LLC Tom Grimmond presented bonding options for the jail expansion project.

SCHEDULED AGENDA ITEM

As scheduled at 9:45 a.m., Mathew Bruxvoort with Delta Chi discussed the Boulevard Tree Project with the board.

Motion by Krogman, seconded by Pierce to provide \$1,000 for the Boulevard Tree Project. Krogman thanked them for expanding the project to the surrounding communities.

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

Department Head Reports Continued

Highway Superintendent Richard Birk discussed seasonal weight restrictions. He said they will be putting them on sometime next week. Birk said the crew has been busy filling cracks and potholes.

Birk said he and Lead Foreman Jeff Anderson attended a table-top meeting with Banner Associates, Inc.

Pierce said she has been getting calls from people in Medary Township regarding the bridges on the Sinai road. Pierce said there are weight restrictions on both bridges on Highway 77 and both bridges near Sinai; she asked if there was a detour route for the people who are trying to market their product. Birk said they do not have a detour route established; they have one route left to legal loads. Pierce said she is uncomfortable with the fact that we block off bridges, and then tell the producers they have to figure out how to market their product. Pierce said she would like the board to take a look at the situation in Medary Township.

Sheriff Martin Stanwick said the jail is experiencing a sewer problem. Stanwick said it will cost roughly \$2,000-\$3,000 to patch the pipe causing the issue.

Stanwick said he applied for a Courthouse Security Grant for the windows at the Clerk of Courts office. Stanwick said they received the grant, but only to cover half of the cost. He said the courthouse staff would like to purchase metal blinds costing roughly \$4,000. Pierce said before they spend more money on window treatments, they should fix the real issue which is the design of the windows. Chief Deputy States Attorney Teree Nesvold agreed with Pierce and said if they are going to do something, they should fix the real issue. Stanwick said he doesn't have an issue with that and will discuss their options with the courthouse staff.

REGULAR BUSSINESS

Motion by Pierce, seconded by Bartley to approve and authorize Chairperson Jensen to sign Abatement #17-001 made by Bradley Olson for parcel #13295-11248-011-01 in the amount of \$308.59. Background information was provided by Director of Equalization Chris Lilla.

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

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign Abatement #17-002 made by Brookings Area Habitat for Humanity for parcel #31183-00500-020-00 in the amount of \$34.35.

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

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign Abatement #17-003 made by Brookings Area Habitat for Humanity for parcel #31183-00500-021-00 in the amount of \$34.35.

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

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Abatement #17-004 made by Brookings Area Habitat for Humanity for parcel #31183-00500-023-00 in the amount of \$34.35.

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

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign Abatement #17-005 made by Brookings Area Habitat for Humanity for parcel #31183-00500-024-00 in the amount of \$34.35.

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

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Jensen to sign Abatement #17-006 made by Brookings Area Habitat for Humanity for parcel #31183-00600-006-00 in the amount of \$82.44.

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

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign Abatement #17-007 made by Brookings Area Habitat for Humanity for parcel #31183-00600-007-00 in the amount of \$82.44.

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

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign a Utilities Certificate- Bridge Improvement Grant Project, Project Number BRF6030(00)16-5 PCN 05QR for bridge number 06-143-080. Background information was provided by Highway Superintendent Richard Birk.

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

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign a Right-of-Way Certificate for Project Number BRF6030(00) 16-5 PCN 05QR.

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

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-04: a Letter of Contract-Construction Administration Services between Brookings County and Banner Associates, Inc. for the Brookings County Road No. 5 Overlay Project.

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

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign Agreement #17-05: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

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

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-06: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

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

The board discussed the county parking lot located near the 5th Street Gym and the 1921 Building.

Commissioner Pierce suggested restricting the parking lot to 24 hours, 36 hours, or 72 hours. She said the county needs a better handle on that parking lot because currently, it’s being used as storage. Bartley agreed with Pierce and said that the City has restrictions on all of their parking lots.

The board discussed the Strategic Plan and the Employee Policies and Procedures handbook.

County Commission Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the Annual Township Meeting is March 9th at 10:00 a.m. at the Swiftel Center. Steffensen discussed upcoming dates.

Chief Deputy States Attorney Teree Nesvold said the office has been very busy. Nesvold said they have been working on statistics from last year. She said they are also working on going paperless.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended the County Planning & Zoning Meeting; attended the Women in Leadership Luncheon; attended the District 7 & District 4 Forum; and attended the Special County Commission Meeting.

Commissioner Bartley attended the County Planning & Zoning Meeting and attended the Joint Powers Board Meeting.

Commissioner Krogman attended the Special County Commission Meeting. Krogman also attended and discussed the Affordable Housing Task Force Meeting.

Commissioner Miller attended the County Planning & Zoning Meeting; attended the Extension Board Meeting; and had a phone conference with a citizen regarding the jail expansion project.

Commissioner Jensen attended a Pandemic Meeting; participated in the Brush Lake search; attended the Special County Commission Meeting; and attended the Local Emergency Planning Committee Meeting.

ADJOURNMENT

Motion by Krogman, seconded by Bartley to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, March 7, 2017 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_____.