

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, MARCH 7, 2017

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 7, 2017 with the following members present: Larry Jensen, Lee Ann Pierce, Stephne Miller, Ryan Krogman and Mike Bartley.

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 March 7, 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 21, 2017 Commission Meeting.

Travel Requests: Matt Christensen to attend the DCI-SOR Conference on April 24th-26th in Deadwood, SD; Manny Langstraat to attend a Basic SWAT Course on April 24th-28th in Sioux Falls; Laura Littlecott to attend the South Dakota SHRM Conference on May 3rd-5th in Pierre; Laura Littlecott to attend the 2017 IPMA-HR Central Region Training Conference in Bloomington, MN.

Human Services Report: case #09-068A for Avera Heart Hospital was denied; case #17-033 for Avera McKennan was denied; case #17-034 for Avera McKennan was denied; case #17-039 for Avera McKennan was denied; case #17-043 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

Motion by Miller, seconded by Krogman to approve the following claims. Roll call vote: Miller "aye," Krogman "aye," Bartley "aye," Pierce "aye," Jensen "aye." Motion carried.

Aragon, Antonio, Translation Services, \$200.00; Aragon, Martha A, Translation Services, \$25.00; Bauer, Tim, Mileage Weed & Pest Conference, \$9.24; Benjamin L. Kleinjan, Crt Appt Atty, \$3,586.43; Boarman Kroos Vogel Group, Detention Center Consultant, \$3,434.35; Boulevard Tree Project, Boulevard Tree Project Donation, \$1,000.00; Brenda K Colombe, February Services, \$1,000.00; Brookings Credit Bureau, Collection, \$1,729.09; Brookings Engraving, Sign Plates, Desk Wedge, \$22.50; Brookings Health System, ER Sexual Assault Investigations, Inmate Medical, \$3,705.21; Brothers Pharmacy, Inmate Medications, \$2,165.84; Central Business Supply, Office

Supplies, Chair, \$885.49; Century Business Products, Copier Maintenance, \$96.26; City of Brookings, Joint Building Costs, \$11,401.10; Clean Slate, Parking Tickets, \$482.00; CNA Surety, SD PE Position Schedule, \$100.00; Corbel Solutions, LLC, Laptop, \$950.88; Department of Motor Vehicles, Titles & Plates, \$63.60; Donald McCarty, Crt Appt Atty, \$5,410.40; Ed M. Feld Equipment Company, 3000 Gal Drop Tank - Brk FD, \$1,348.00; Estelline Fire Dept, 2006 Intl Firetruck, \$20,000.00; Executive Mgmt Finance Office, Jan 2017-Tech Access Fee, \$59.00; G&K Services, Laundry Services, \$342.68; Gass Law, PC, Crt Appt Atty, \$1,151.88; Harmelink, Fox & Ravensborg, Crt Appt Inv Mental Illness, \$146.00; Howard, Abigail, Mileage, Per Diem Brd Mtg, \$171.44; HP Inc, HP Printer, \$3,920.40; Hy-Vee Food Store, Inmate Meals, Mtg Refreshments, \$22,642.84; Ina Group LLC, Tax Certificates, \$3,326.86; Intoximeters Inc, PBT Supplies, \$355.00; J&T's Exhaust World, Exhaust Pipe, Waste Oil Tank, \$12.50; Jennifer Goldammer, Crt Appt Atty, \$3,083.40; Johnson Feed Inc, Road Salt, \$1,726.08; Kingbrook Rural Water, Water, \$36.85; L&L Auto & Truck Parts, Battery, \$337.00; L. G. Everist, Inc, Icing Sand, \$1,897.91; Light & Siren, Light Bar & Lights, \$577.73; Lincoln County Auditor, Mental Illness Brd Expenses, \$18.80; MCI, Jan/Feb Long Distance Phone, \$29.75; McKeever's Vending, Inmate Commissary, \$482.60; Midstates Equipment & Supply, Road Mat, \$22,698.00; Nancy J Nelson, Crt Appt Atty, \$4,008.44; Nielsen's, Relay, \$9.53; Office Peeps Inc, DVD's, \$104.55; One Office Solution, Paper, Ink Cartridges, \$866.86; One Source, Background Checks, \$306.50; Patricia J Hartsel, Transcripts, \$438.00; Qualified Presort Service, 2017 Assessment Notices, \$4,494.46; Qualified Presort Service, Mail Service, \$12.24; Reed T Mahlke, Crt Appt Atty, \$1,039.60; Reliance Telephone, Inmate Phone Cards, \$2,000.00; RFD Newspapers Inc, Commission Mtg Minutes, Legal Notices, \$2,508.96; Rick Ribstein, Crt Appt Atty, \$6,376.87; Running's Supply Inc, Supplies, \$18.99; SD Attorney General's Office, 24/7, SCRAM Fees, \$5,480.00; SD Dept of Revenue, Public Health Lab Testing, \$101.00; SDSU Workstudy, SDSU Workstudy, \$190.43; Sioux Falls Two Way Radio, Qtr Maintenance Contract, \$360.00; Sioux Valley Cleaners Inc, Feb Janitorial WIC, \$442.00; Sioux Valley Energy, Electric Utilities, \$338.00; Steven Ust, Building Inspections, \$900.00; Terry D Wiczorek PC, Crt Appt Atty, \$375.79; Tim Hogan, Crt Appt Atty, \$1,312.34; Tyler Technologies, Doc Pro Base Support 1yr, Testing, \$6,098.00; Vandenberg Law, Crt Appt Atty, \$188.00; Vantek Communications Inc, VHF Radio, Battery - Bruce FD, \$5,968.00; Verizon Wireless, Wireless Service, Voting Jetpacks, \$524.00; Walmart Community, Office/Meeting Supplies, \$57.38; Wells Fargo, Wells Fargo CC Charges, \$1,717.69; Witchey, Kristen, Mileage, Per Diem, \$239.72; Zach Page, Fuel, \$18.97.

March Cell Phone Reimbursements: Bartley, Michael, \$75.00; Brittany Mcknight, \$105.00; Anderson, Jeffrey G, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Dejong, Darren, \$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

Veterans & Human Services Director Michael Holzhauser said Veterans & Human Services Deputy Director Irene Pierce has been doing a lot of collection work and mailing out notices.

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

County Development Deputy Director Richard Haugen said Pipestone System is opening a new swine production unit in Brookings County. He said there is an open house March 7th at 10:00 a.m.

Be it noted, Chairperson Jensen is authorized to sign a letter noting Brookings County's obligations incurred as part of the FEMA pre-disaster mitigation planning process as a participant in the multi-jurisdictional plan.

Director of Equalization Chris Lilla said the last day to appeal to local boards is March 16th. Lilla said the Brookings County Board of Equalization will meet April 11th at 8:30 a.m.

Finance Officer Vicki Buseth said they've been working on the Annual Report. Buseth said the public surplus sale has been going well; the sale will end March 9th at 3:00 p.m.

Sheriff Martin Stanwick said Deputy Sean Doremus is training to become a Drug Recognition Expert.

Stanwick said there are 31 inmates in jail. Stanwick said he met with the States Attorney, the SDSU Police Chief, the Brookings City Police Chief, and the University's Attorney and discussed opening up communication lines between the entities.

Stanwick said he presented the jail expansion project to the City Council in Volga.

Stanwick said he was asked to be on the board for My Neighbor. He also said the Sheriff's Department is teaming up with Basin Electric to help with the fundraiser Brave the Shave.

Highway Superintendent Richard Birk said he and his staff have been working on the on-line training on harassment prevention and maintaining a drug free workplace.

Birk said the seasonal weight restrictions are in effect and will be on until road conditions can tolerate legal loads.

REGULAR BUSINESS

Motion by Pierce, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to the Brookings County Sheriff's Department in the amount of \$594.80, receipt #00359921, to line 101-4-211-4250, for accident damage reimbursement.

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 #17-008: an abatement application made by the City of Brookings for parcel #40575-00100-002-10 in the amount of \$151.31.

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

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-07: a delinquent tax payment agreement in the amount of \$4,371.44. Background information was provided by Finance Officer Vicki Buseth.

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

Motion by Bartley, seconded by Miller to approve and authorize Chairperson Jensen to sign Agreement #17-08: 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.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-09: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

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 Resolution #17-07: a resolution authorizing the purchase of one 2017 tandem axle semi-tractor based upon the price established through the Brookings County Highway bid process.

Commission Department Director Stacy Steffensen said they made one small correction to the document to reflect the correct SDCL statute.

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

RESOLUTION #17-07

A RESOLUTION AUTHORIZING THE PURCHASE OF ONE 2017 TANDEM AXLE SEMI TRACTOR BASED UPON THE PRICE ESTABLISHED THROUGH THE BROOKINGS COUNTY HIGHWAY, BID PROCESS

WHEREAS, The Brookings County Highway Department will need one (1) 2017 Tandem Axle Semi Tractor; and

WHEREAS, THE BROOKINGS COUNTY HIGHWAY DEPARTMENT has recently gone through a competitive bidding process for a Tandem Axle Semi Tractor, such bidding process culminating in the bids being opened on February 27, 2017; and

WHEREAS, pursuant to SDCL 5-18A-5, BROOKINGS COUNTY is authorized to purchase equipment from the lowest responsible bidder.

NOW THEREFORE, BE IT RESOLVED that the Brookings County Highway Department is hereby authorize and directed to purchase one (1) new, current model 2017 or newer Tandem Axle Semi Tractor from Sheehan Mack Sales & Equipment Inc. based upon the bid price as established through the competitive bidding process.

2017 or newer Tandem Axle Semi Tractor

With all standard equipment, warranties and guarantees

As described in the bid specification;
together with options #1, #2, and #3 as listed.

Option #1

2017 Mack CHU613 Tandem Axle Semi Tractor \$106,675.00

Option #2

Pusher Axle, self-steer lift type 13,200 lb capacity, with low profile 22.5 tires, Alum 10 hole (Hub Piloted) wheel and polished aluminum fenders: \$8,500.00

Option #3

Cost for (5) Five year/250,000 mile extended warranty on the following:
Engine \$3200.00
Exhaust After-Treatment System: \$775.00

F.O.B.- Brookings County

IT IS FURTHER RESOLVED that such purchase shall be for delivery on or before 10-120 days.

Passed this 7th day of March 2017

Larry Jensen
Chairperson
Brookings County
Board of County Commissioners

ATTEST:

Vicki Buseth
County Finance Officer

Motion by Krogman, seconded by Miller to approve and authorize Chairperson Jensen to sign the Letting Authorization for Project No. BRF 6030(00)16-5 PCN 05QR, bridge #06-143-080. Background information was provided by Highway Superintendent Richard Birk.

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

The board approved the following Annual Highway Bid Bids.

Motion by Krogman, seconded by Bartley to award Bid #1 for Rubberized Crack-Filling Material to low bid on all items listed from BrockWhite Construction Material, Sioux Falls, SD and Midstates Equipment, Mountain Lake, MN. Roll call vote: Miller “aye,” Krogman “aye,” Bartley “aye,” Pierce “aye,” Jensen “aye.” Motion carried.

#1 Rubberized Crack Fill/lb

	BROCKWHITE	MIDSTATES
Pleximelt Roadsaver 221 (Boxless)	\$0.507 any quantity	\$.475 Truck load

Motion by Bartley, seconded by Miller to award Bid #2 for Road Oil to low bid item MC-3000 listed from Flint Hills, Marshall, MN and low bid item MC-800 listed from Jebro, Inc., Sioux City, IA. Roll call vote: Krogman “aye,” Bartley “aye,” Pierce “aye,” Miller “aye,” Jensen “aye.” Motion carried.

#3 Road Oil per ton

	FLINT HILLS	JEBRO INC
MC 800	\$504.55	\$498.79
Asphalt Cutback (MC-3000)	\$454.55	\$458.79

Motion by Pierce, seconded by Bartley to award Bid #3 for Pea Rock to low bid on all items listed from L.G. Everist, Sioux Falls, SD and Johnson Brothers, Madison, SD. Roll call vote: Bartley “aye,” Pierce “aye,” Miller “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

#3 Pea Rock/ton

	L.G. EVERIST	JOHNSON BROTHERS
Price per ton to include royalty	\$6.70	\$5.50
Pit location	Brookings	Rutland

Motion by Miller, seconded by Krogman to award Bid #4 for ¾ Crushed Gravel to low bid on all items listed from Bowes Construction, Brookings, SD; Sterzinger Crushing, Taunton, MN and Sterzinger Construction, Elkton, SD. Roll call vote: Pierce “aye,” Miller “aye,” Krogman “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

#4 ¾” Crushed Gravel

	STERZINGER CONSTRUCTION	STERZINGER CRUSHING
North Part/40,000 ton	\$4.50	-
Location	Lake Hendricks Township	-
South Part/40,000 ton	\$4.40	\$4.50
Location	Elkton	Dale Bowne’s pit
	BOWES CONSTRUCTION	
North Part/40,000 ton	\$3.65	
Location	North pit	
South Part/40,000 ton	\$3.49	
Location	East pit	

Motion by Bartley, seconded by Krogman to award Bid #5 for Screened Gravel to low bid on all items listed from Bowes Construction, Brookings, SD and Johnson Brothers, Madison, SD. Roll call vote: Miller “aye,” Krogman “aye,” Bartley “aye,” Pierce “aye,” Jensen “aye.” Motion carried.

#5 Screened Gravel

	JOHNSON BROTHERS	BOWES
Price per ton	\$4.30	\$3.40
Location	Rutland	Davis pit

Motion by Miller, seconded by Krogman to award Bid #6 for Equipment Rentals to low bid on all items listed from V.J. Ahlers, Brookings, SD; Bowes Construction, Inc., Brookings, SD; Butler Machinery, Sioux Falls, SD; Ziegler CAT, Marshall, MN; Prussman Contracting, Inc., Brookings, SD and RDO Equipment Co., Sioux Falls, SD. Roll call vote: Krogman “aye,” Bartley “aye,” Pierce “aye,” Miller “aye,” Jensen “aye.” Motion carried.

Motion by Bartley, seconded by Miller to award Bid #7 for HR Class Asphalt to low bid on all items listed from Bowes Construction, Brookings, SD. Roll call vote: Bartley “aye,” Pierce “aye,” Miller “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

#7 HR Class Asphalt

BOWES
\$51.00 PICKED UP

Motion by Krogman, seconded by Bartley to award Bid #8 for Bituminous Hot Mix to low bid on all items listed from Bowes Construction, Brookings, SD. Roll call vote: Pierce “aye,” Miller “aye,” Krogman “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

#8 Bituminous Hot Mix

	BOWES CONSTRUCTION
Bid Bond Enclosed 10%	Yes
Bid A: County #5B (10 miles)	\$59.11
Bid B: Patching 5,000 ton	\$69.60
Total Gross Sum: Bid A	\$1,142,707.50
Total Gross Sum: Bid B	\$348,000.00
Total Gross Sum: Bid A&B	\$1,490,707.50

The board approved the following purchase agreements for the Annual Highway Bids.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-10: a purchase agreement between Brookings County and Brockwhite Construction Material of Sioux Falls, SD for rubberized crack-filling material. 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 Agreement #17-11: a purchase agreement between Brookings County and Midstates Equipment and Supply of Mountain Lake, MN for rubberized crack-filling material. Roll call vote: Krogman “aye,” Bartley “aye,” Pierce “aye,” Miller “aye,” Jensen “aye.” Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-12: a purchase agreement between Brookings County and Flint Hills of Marshall, MN for MC 3000 road oil. Roll call vote: Bartley “aye,” Pierce “aye,” Miller “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

Motion by Bartley, seconded by Miller to approve and authorize Chairperson Jensen to sign Agreement #17-13: a purchase agreement between Brookings County and Jebro, Inc. of Sioux City, IA for MC 800 road oil. Roll call vote: Pierce “aye,” Miller “aye,” Bartley “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

Motion by Krogman, seconded by Miller to approve and authorize Chairperson Jensen to sign Agreement #17-14: a purchase agreement between Brookings County and Bowes Construction of Brookings, SD for screened gravel, $\frac{3}{4}$ crushed gravel and HR class asphalt. Roll call vote: Miller “aye,” Bartley “aye,” Krogman “aye,” Miller “aye,” Jensen “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-15: a purchase agreement between Brookings County and Johnson Brothers, Inc. of Madison, SD for pea rock and screen gravel. Roll call vote: Bartley “aye,” Krogman “aye,” Miller “aye,” Pierce “aye,” Jensen “aye.” Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #17-16: a purchase agreement between Brookings County and L.G. Everist of Sioux Falls, SD for pea rock. Roll call vote: Krogman “aye,” Miller “aye,” Pierce “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

Motion by Krogman, seconded by Miller to approve and authorize Chairperson Jensen to sign Agreement #17-17: a purchase agreement between Brookings County and Bowes Construction of Brookings, SD for bituminous hot mix. Roll call vote: Miller “aye,” Pierce “aye,” Bartley “aye,” Krogman “aye,” Jensen “aye.”

The board discussed the jail expansion project.

Commissioner Bartley asked how many people showed up to the open house at the Detention Center. Sheriff Martin Stanwick said there roughly 30 people. Bartley suggested there be an additional meeting so there can be more public input. Commission Department Director Stacy Steffensen said the board could hold a public hearing on April 3rd at 7:00 p.m. and then, at the regular Commission Meeting on April 4th, discuss and take action on moving forward with the jail expansion project. Bartley asked if the board should to more advertising in addition to the public notice that will be published in the legal papers. Bartley suggested the radio, Shopper, etc. He said this is a huge project and would like more public input because it will affect everyone in Brookings County.

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

Steffensen asked the board if they would like to participate again in the Brookings Register’s “Momentum” magazine. Steffensen said the cost would be approximately \$800.00. Commissioner Krogman said it was well done last year and has no problem spending the money on it again. By consensus, the board agreed to participate in the Brookings Register’s “Momentum” magazine.

Steffensen said they are currently having all employees take part in an on-line training on harassment prevention and maintaining a drug free workplace. Steffensen encouraged the board to take part in the on-line training as well.

Steffensen said the redesign of the website is coming along. She said she hopes to go live by the end of May.

Steffensen discussed upcoming dates.

Chief Deputy States Attorney Teree Nesvold said she continues to work on the ordinances, as well as the statistics.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce said they’ve finished the administration portion of the ordinances. Pierce met with the ordinance subcommittee working on lakes; attended the Governmental Affairs Forum; and attended the public meeting at the Detention Center.

Commissioner Bartley attended the East Central Behavioral Health Meeting; attended the Legislative Coffee; attended the Governmental Affairs Forum; and attended the public meeting at the Detention Center.

Commissioner Krogman attended and discussed the meeting he had with Medary Township. Krogman attended the public meeting at the Detention Center.

Commissioner Miller attended the Jail Expansion Committee Meeting; attended the public meeting at the Detention Center; attended a bid opening for the Weed Department; and met with Commissioner Cindy Heiberger with Minnehaha County about the Juvenile Detention Alternative Initiative. Miller said they would like them to put together a key committee and start discussions on alternative ideas with juveniles. Miller said they would like to know if Brookings County is interested and would like to know by March 17th. By consensus, the board agreed to move forward with the idea.

Commissioner Jensen attended the Governmental Affairs Forum, and attended a meeting with architect BKV.

ADJOURNMENT

Motion by Krogman, seconded by Bartley to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, March 21, 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