

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, MARCH 22, 2016

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 22, 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 March 22, 2016 Commission Meeting was approved without objection.

CONSENT AGENDA

Motion by Jensen, seconded by Pierce to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the March 8, 2016 Commission Meeting.

Travel Requests: Richard Birk to get a signature for an easement on bridges 120-005 & 120-012 on March 2nd in St. Michael, MN; Misty Moser to attend a meeting on March 14th in Hayti; Misty Moser to attend the Deuel County Meeting on March 18th in Clear Lake; Michael Holzhauser to attend a meeting with the Sioux Falls Claims Office on March 21st in Sioux Falls; Jeff Anderson to attend a Short Course on March 22nd-24th in Oacoma, SD; Manny Langstraat to attend a K9 Training on March 28th-May 20th in Sioux Falls; Shawn Plowman & Jim Sampson to attend two Homeland Security Sessions on May 4th in Sioux Falls; Chris Lilla, Larry Klingbile, & Jacob Brehmer to attend the SDAAO Annual Conference on May 24th-27th in Spearfish, SD.

Personnel Action Notices: routine step increase- John Molengraaf to \$18.64, effective February 1, 2016; routine step increase- Jacob Brehmer to \$21.67, effective April 1, 2016; routine step increase- Aaron Scheer to \$14.99, effective April 1, 2016.

Human Services Report: case #15-144A for Avera McKennan was denied; case #15-150A for Avera McKennan was denied; case #16-023 for Avera McKennan was denied; #16-035 for rent was approved; case #16-036 for Avera McKennan was denied; case #16-037 for rent was approved; case #16-038 for County Burial was approved; case #16-040 for Brookings Municipal Utilities was approved; case #16-041 for rent was approved; case #16-043 for Avera McKennan was denied.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract & IT Fees, \$308.19, Maintenance Contract, \$81.58, Copier Contract Charge, \$54.84, Copier Maintenance, \$87.57, Maintenance Contract, \$50.40, Copier Contract, \$80.41; Action Process Serving, Service of Application, \$34.40, Service of Summons, \$33.20; Adair Asset Management LLC, Tax Certificate, \$8,624.69, Tax Certificate, \$1,513.48, Tax Certificate, \$3,015.21; Adams, Jason R., CAA, \$469.56; Advance, 2016 Allocation, Replace Void, \$35,000.00; AgFirst Farmers Coop, LP Fill for Crack Machine, \$12.26; AMP Electric Construction, Repair Exhaust Fans, \$732.76; Aragon, Antonio, Translation Services, \$100.00; Assn of SD County Weed & Pest, Dues, Pens, \$175.00; Aurora Auto Body & Glass Inc, Tow Jeep for Repairs, \$120.00; Auto Body Specialists, Shop Supplies, \$275.85; Avera McKennan Hospital, COP Medical, \$3,600.91; Avera Medical Group, PMD, \$392.44; Banner Associates, Engineering Services, \$7,518.00; Blackstrap Inc, Road Salt, \$1,739.44; Boyer Trucks, Vehicle Parts, \$653.42; Bozied Oil Co Inc, Car Washes, \$172.00; Breit Law Office PC, Collections, \$667.88; Brookings Auto Mall Inc, 6A1 Oil Change, \$108.20; Brookings City Utilities, Phone Service, \$1,746.44, Local Phone, \$443.26, Utilities, \$1,926.06, Phone, Utilities, \$992.75, Phone Service, \$282.35, Utilities, \$2,143.38, Water for Truck Shed, \$76.75, Phone, Internet Service, \$55.46, COP Utilities, \$218.16; Brookings County Finance, Advance Tax, \$872.56; Brookings Equipment Inc, Parts, \$147.01; Brookings Health System, Mental Health Clearance, \$171.23, PMD, \$579.91, Coroner Labs, \$88.00, COP Medical, \$2,960.40; Brookings Public Library, 1st Quarter Budget Allocation, \$4,375.00; Brookings Register, Retirement Ad, \$240.00, Minutes, Land Use Plan, Joint Powers, \$777.56, Load Limits, Call for Bids, \$244.73, Variance Notices, Conditional Use, \$48.65, Subscription, \$140.84; Brothers Pharmacy, Inmate Meds, \$573.38; Buhl's Cleaners, Rugs, Mops, \$58.60, Rug Rental, \$35.80; Butler Machinery Co, Bushings, Air Filter, Parts, \$394.07; Carquest Auto, O Rings, \$31.00; Central Business Supply, Supplies, \$130.20, Office & Programming Supplies, \$235.76, Office Supplies, \$9.27, Stamp, Markers, Post Its, \$72.91, Office Supplies, Pens, Ink, \$848.49; Century Business Products, Copier Maintenance, \$409.21, Copier Maintenance, \$58.64, Copier Maintenance, Supplies, \$57.59, Copier Contract, \$78.80; Chief/Law Enforcement Supply, Big Easy Unlocking Kit, \$225.49; CHS, Blended Dyed Diesel, Shop, \$9,561.52; City of Brookings Landfill, Chair Disposal, \$5.28; City of Brookings, Joint Building Expenses, \$17,322.86; Claritus, Ink Cartridge, \$168.51; Compass Counseling & Assessment, Psychosexual Assessment, \$1,800.00; Cook's Wastepaper & Recycling, Commercial Service, \$185.28, March Service, \$234.46, Brookings & White Shop, \$136.58, March Service, \$120.64; Courtesy Plumbing Inc, Repairs In Jail/Cell Blocks, \$686.05; Dakota Data Shred, Special Pickups, \$425.52; Diesel Machinery Inc, C75990 Motor, \$2,777.99; DVL Fire and Safety, Fire Extinguisher Inspections, \$389.00; Ed Roehr Safety Products, 2 Portable Magnetic Worklights, \$225.00; Election Source, Ballot Box, \$157.33; Election Systems & Software, Hardware & Firmware Maintenance, \$3,978.00; Elkton Community Library, 2016 Budget Allocation, \$3,200.00; The Exchange, Concealed Pistol Holsters, \$63.00; First Bank & Trust, Fuel, Ink, Room, \$208.50; Fite, Pierce & Ronning Law, CAA, \$558.00, CAA, \$387.00, CAA, \$819.00, CAA, \$540.00, CAA, \$1,818.00, CAA, \$333.00, CAA, \$639.00, CAA, \$576.00, CAA, \$873.00, CAA, \$540.00, CAA, \$1,278.00; Foerster Office & Supply, Inmate Supplies, \$445.60, Tissues, \$58.00; Galls, Taser Holsters, \$491.59; Gass Law, PC, CAA, \$922.78, CAA, \$474.49, CAA, \$507.35, CAA, \$387.53, CAA, \$1,229.47, CAA, \$47.35, CAA, \$46.00, CAA, \$749.31; Graham Tire North, Tires for Pusher Axel, \$1,458.48; Patricia J Hartsel, Transcripts, \$6.80, Transcripts, \$5.60, Transcripts, \$6.40; Haugen, Richard, Per Diem G386 Class, \$22.00; Hawley Insurance Services, Notary Bond S Hauptert, \$50.00; Hillyard/Sioux Falls, Sensor Filter Bag Pack, \$27.14, Cleaning Supplies, \$64.78; Tim Hogan, CAA, \$1,046.77, CAA, \$554.08, CAA, \$719.96, CAA, \$724.09, CAA, \$860.58; Hometown Service & Tire, LLC, 6A28 Tires, \$736.00; Katterhagen,

Mark, Inv MI Hearing, \$18.00; Keltek, Console for Crown Vic, \$388.36; Benjamin L. Kleinjan, CAA, \$3,698.00, CAA, \$662.44, CAA, \$405.00; L&L Auto & Truck Parts, Parts, \$1,119.54, Batteries, Padlock, Supplies, \$318.57; Lacroix, Heather M., CAA Inv MI, \$245.63; Lewis & Clark Behavioral Health, BMI Intake, \$160.00; Lewno, Lucy, Inv MI Hearing, \$159.49; L. G. Everist, Inc, Pea Rock, \$14,882.87; Lincoln County Auditor, MI Expenses, \$178.96; Lowe's, Mailboxes, Shop Supplies, \$294.89, Paint Supplies, Light Bulbs, \$1,084.08; Martin's Inc, Additive for Diesel Tank, \$300.00; Matheson Tri-Gas Inc, Welding Supplies, \$604.84; Donald Mccarty, CAA, \$407.10, CAA, \$379.40, CAA, \$1,281.50, CAA, \$350.00, CAA, \$163.80; McKeever's Vending, Inmate Commissary, \$267.96; Medtox Laboratories, Inc, Drug Panel, Coroner Call, \$157.50; Midstates Flooring, Bathrooms Flooring, Install, \$985.29; Gary E Mikelson, Inv MI CAA, \$502.52; Minnehaha County Auditor, Lien Payment, \$100.00; Minnehaha County JDC, JDC Costs Inv#4168a 60 Days, \$9,900.00; National Sheriff's Association, Membership Dues, \$112.00; Nancy J Nelson, CAA, \$511.52, CAA, \$596.16, CAA, \$740.60, CAA, \$690.00; Newegg Business Inc, Two Monitors, \$359.98, 6A14 Computer Tower, \$617.98, Computer, \$617.98; Northwestern Energy, Natural Gas Service, \$1,793.44, Natural Gas Service, \$374.79, Truck Shop Natural Gas, \$274.07, Natural Gas Truck Shed, \$160.55; Office Peeps Inc, Color Paper, \$113.14, Labels, Ink, \$441.04, Office Supplies, \$135.16; Ohlin Sales Inc, Li-Ion Batteries, \$281.51; One Source, Background Checks 1/28-2/29, \$76.50; Judy Ort, COP Rent, \$400.00; Park Apartments, COP Rent, \$575.00; Pennington County Jail, Transports, \$345.45; Pharmchem Inc, Sweat Patch Analysis, \$575.00; Prochem Dynamics LLC, Inmate Supplies, \$1,308.44; Proforma, 4H Pencils, \$317.87; Quickseries Publishing Inc, Emergency Pocket Guides, \$297.58; Razor's Edge Lawncare, Snow Removal 2/4-2/15 Ice Melt, \$1,406.00; RDO Equipment Co, LED Beacon, Fuel Conditioner, \$310.00; Jessica Reiner, Sheriff Trust, \$1,406.24; RFD, Publishing, Minutes, Bids, \$664.52, Legal Publishing, \$15.96; Rick Ribstein, CAA, \$1,092.87, CAA, \$677.63, CAA, \$1,856.42, CAA, \$710.18, CAA, \$685.01; Rude's Funeral Home Inc, County Burial, \$2,800.00, Transports, \$335.00; Running's Supply Inc, Supplies, \$29.64, Shop Supplies, \$229.17; Schneider Corporation HFH, Beacon Hosting 4/1-6/30, \$2,565.00; Schuneman Equipment Co, Vehicle Supplies, \$405.49; SD Attorney General's Office, 24/7 2/1-2/29, \$181.00, 24/7, Scram 2/1-2/29, \$4,747.00; SD Dept of Revenue, Ethyl Alcohol Tests, \$70.00; SD Federal Prop. Agency, Clip Board, Tape, Supplies, \$43.50, Tools, \$107.00; SDAAO, Conference Registration, \$420.00; SDACO, Relief Fund Feb 2016, \$614.00; SDSU Extension, 4-H Advisor Salary CY2016, \$18,320.00; SDSU Workstudy, SDSU Workstudy, \$91.31; Secretary of State, Notary Bond S Hauptert, \$30.00; Sinai Coop Elevator, Sinai Diesel, \$777.60; Sioux Falls Two Way Radio, Program Car Radios, \$587.50, Radio and Antenna Shop, \$3,329.11; Sioux Valley Energy, Sinai, Bruce Shops, Lights, \$354.45; Sonshine Inn, COP Rent, \$350.00; South Briar, COP Rent, \$525.00; Southland Court Apartments, COP Rent, \$554.00; Sturdevant's Auto Parts, Shop Supplies, \$295.60, Grip Inv 096005, \$4.99; Swanda, Karen, Inv MI Hearing, \$18.00; Swiftel Center, March Facility Maintenance, \$1,577.00; Thomson Reuters - West, West Info Charges 833561484, \$529.23, West Info Charges 833469661, \$606.75; Town & Country Shopper, Weed & Pest Board Meeting, \$168.00; Truenorth Steel, Cutting Edge, \$5,060.00; Tyler Technologies, Epson Thermal Receipt Printer, \$1,050.00, Doc Pro Planning & Install, \$175.00; Ultramax, Ammunition, \$440.00; UPS Store, Lab Shipment to Pierre, \$11.62; Vandenberg Law, CAA, \$797.00; Verizon Wireless, Mobile Data, \$280.07; Walburg, Duane, Animal Control Mileage 2/20-3/4, \$42.00; Walmart Community, Refreshments for Retirement, \$46.88; White City, Utilities, \$64.05; Yankton County Sheriff, Service of Process, \$25.00; Yankton County Treasurer, MI Hearing, \$125.45; SD Dept of Revenue, March Remittance, \$465,395.15

Department Head Reports

County Development Director Robert Hill said the Conditional Use Permit cu2016-002 has been appealed and will be heard on April 5th at 9:00 p.m. Hill said one of his staff members attended a Mass Care Class, G108 in Sioux Falls, as well as a Mass Fatality Class, G386 in Sioux Falls. Hill attended a PPCC Meeting on March 10th; attended a Planning for the Needs of Children in a Disaster class, G366 on March 15th; attended an ICS402 class on March 16th; and attended a SDOEM Region VI meeting on March 17th.

Hill said the department's Dodge Durango had a recall, but has since been fixed. Hill also discussed upcoming dates.

Register of Deeds Beverly Chapman said DocPro, which is a new software the office is using, will be installed on the server Wednesday, March 23rd. Chapman said they plan to go live with the new software in June.

Sheriff Martin Stanwick said there are 28 inmates in jail and 107 individuals participating in the 24/7 program. Stanwick said 139 people were booked in and released in the month of February. He said the jail remained busy Thursday through Sunday during Pub Crawl weekend.

Jail Administrator Bart Sweebe presented the Brookings County Detention Center 2015 Yearly Statistics to the board. Sweebe said there was an increase in inmate population, but a decrease in involuntary mental health commitments and involuntary alcohol/drug commitments.

Pierce asked how many beds the jail can hold. Sweebe said there are 54 beds; but they should only hold half of that because of space issues.

Sweebe said there was an increase in the daily administered and participants for the 24/7 Sobriety Program, but a decrease in total violations.

Krogman asked how the SCRAM bracelets work. Sweebe said the ankle bracelet takes a sample of the individual's perspiration every hour. Sweebe said the perspiration is then recorded into a little computer inside the device, and then the information is downloaded and sent to Colorado to be tested. Sweebe said Colorado will send alerts to them if need be. Krogman asked who determines whether or not the individual can wear the bracelet. Sweebe said unless it is a court order, the decision is up to the detention center. Sweebe said it costs \$6.00 a day to use the bracelet.

Pierce asked if the funds for the 24/7 program are restricted. Sweebe said yes; the funds can only be used towards benefiting the program. Pierce asked if the funds could be used for the detention center expansion. Stanwick said yes, if it's being used for the 24/7 program. Stanwick said they can also use the funds for employees who administrate the 24/7 program.

Sweebe also discussed the Peace Education Program, which is a rehabilitation type of program put on by Lutheran Social Services. Sweebe said the flier is passed around to each inmate and they are encouraged to go. Stanwick said there is no cost to attend the program.

Weed Supervisor Misty Moser said they have been getting a lot of questions and complaints already. Moser said she is looking at an April start date for the seasonal employees.

Moser said she attended the Annual Weed Meeting in Hamlin County and the Annual Weed Meeting in Deuel County. She said they were both very good meetings.

Moser also said she received a letter from the state stating that Brookings County received a \$5,700 grant for chemicals.

Moser discussed a phone call she received from Moody County regarding Brookings County's Gopher Program.

Jensen asked how the alternative chemicals are going with the regulations. Moser said she is looking at using Tordon 22K where the water aquifer is not close to the surface. Moser said if the aquifer is close to the surface, then the Tordon 22K will not be used.

Pierce asked Moser if she has worked with County Development Director Robert Hill on looking at the aquifer ordinance to ensure they are in compliance. Moser said she will work with Hill.

Moser discussed using a GPS system so they know exactly where they left off spraying.

Pierce asked what the cost would be. Moser said it is around \$800 per tablet, and she would like to install it in all four trucks. Pierce said she would like Moser to do the research, and find out what the benefits of having them would be.

Veterans & Human Services Director Michael Holzhauser attended a VA Meeting; attended the County Legion Meeting; and attended a meeting on campus.

Holzhauser also discussed the Welfare Spring Convention Meeting that he attended.

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 Senior Finance Assistant Jennifer Beller will be attending the FEMA Public Assistant Grant training in Sioux Falls with County Development Director Robert Hill.

Buseth said her office received another shipment of license plates. Buseth said they also received the blinds for the conference room between the Finance Office and the Equalization Office, which were approved by the Joint Powers Board. Buseth said the blinds will be installed sometime next week.

2015 Annual Report

Be it noted, Finance Officer Vicki Buseth presented the 2015 Annual Report to the board.

Pierce asked why the county has the monies held for SDRS. Buseth said the county does not hold the monies, but the Finance Office has to account for it because the county pays a portion of it.

2016 Investment Policy Monies and Transfers

Be it noted, Finance Officer Vicki Buseth presented the 2016 Investment Policy Monies and Transfers to the board.

Buseth said Wells Fargo decided not to participate this year; they did not want to pay the interest rate that was required for the money markets.

Miller asked if the money was taken out of Wells Fargo. Buseth said over one million dollars were taken out of Wells Fargo. Pierce asked how the loan amount is determined. Buseth said they report how many loan dollars they have out for Brookings County.

Finance Office Report

Finance Officer Vicki Buseth presented the Finance Office report for February 2016.

Be it noted, the Auditor's Account with the Treasurer was presented to the board.

February 2016

Total amount of deposits in bank.....	\$16,500,259.03
Total amount of actual cash: Currency.....	\$7,318.00
Coins.....	\$3.92
Total amount of checks/draft in Treasurer’s possession not exceeding 3 days.....	\$133,479.59
Itemized list of all other items.....	(\$167,019.45)
TOTAL.....	\$16,474,041.09

Be it noted, the Payroll & Additives for February 2016 was presented to the board. Commission/HR: \$15,528.22; Technology: \$5,587.61; Finance Office: \$18,965.98; States Attorney: \$25,665.68; Equalization: \$17,992.59; Register of Deeds: \$7,458.76; Veterans/Welfare: \$5,907.07; Sheriff’s Office: \$78,641.50; Coroner: \$355.20; Community Health: \$2,871.72; Extension: \$2,536.66; Weed: \$2,138.37; Planning/Zoning: \$5,213.58; Highway: \$50,528.87; Emergency Management: \$3,462.24.

AFLAC: \$2,697.34; Avesis: \$1,257.23; Office of Child Support: \$400.00; Delta Dental: \$4,810.24; Flex One: \$2,236.08; Dearborn Life Insurance: \$1,455.30; Local Teamsters: \$1,107.00; SDRS: \$42,741.83; SDRS Supplemental: \$1,843.00; EFTPS: \$84,896.27; Wellmark: \$91,020.26; SDRS Special Pay Plan Fee: \$45.00; SDRS Special Pay Plan: \$24,276.02; AFLAC Group/CAIC Primary: \$522.88.

Be it noted, the expenditure adjustments for the month of February 2016 were presented to the board. \$2,815.65 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 February 2016 in the amount of \$19,810.50 was presented to the board.

Pierce asked if juvenile detention will be over budget. Buseth said they will definitely be short; they will have to take money out of contingency.

REGULAR BUSINESS

Motion by Miller, seconded by Jensen to approve the 2016 Annual Weed Bids to low bid on all items listed to Ramsdell’s of Brookings, SD. Background information was provided by Weed Supervisor Misty Moser.

Pierce said she has concerns about making a final decision to use Tordon until County Development Director Robert Hill has looked at the aquifer ordinance. Miller said she doesn’t think it is going to be a problem. Krogman said approving this low bid does not mean they have to use Tordon.

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

Motion by Pierce, seconded by Miller to table Agreement #16-24: a retention letter to contract with attorney Steve Bogue to conduct union negotiations, until the next regularly scheduled meeting. Miller said she would like to hold off on this until they find out more information on it. Yseth said he had a couple of questions about the letter.

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

Motion by Miller, seconded by Yseth to approve and authorize Chairperson Krogman to sign Agreement #16-25: a Memorandum of Understanding between SDSU Extension and Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-26: an application for occupancy of right-of-way made by Sioux Valley Energy. Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.” Motion carried.

Motion by Yseth, seconded by Pierce to approve and authorize Chairperson Krogman to sign Agreement #16-27: an application for occupancy of right-of-way made by Sioux Valley Energy. Roll call vote: Yseth “aye,” Miller “aye,” Jensen “aye,” Pierce “aye,” Krogman “aye.” Motion carried.

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #16-28: an application for occupancy of right-of-way made by Sioux Valley Energy. Roll call vote: Miller “aye,” Jensen “aye,” Pierce “aye,” Yseth “aye,” Krogman “aye.” Motion carried.

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Krogman to sign Resolution #16-11: a resolution authorizing the purchase of concrete pipe based upon the price established through the Lincoln County, SD bid process. Roll call vote: Jensen “aye,” Pierce “aye,” Yseth “aye,” Miller “aye,” Krogman “aye.” Motion carried.

RESOLUTION #16-11

A RESOLUTION AUTHORIZING THE PURCHASE OF CONCRETE PIPE BASED UPON THE PRICE ESTABLISHED THROUGH LINCOLN COUNTY, SOUTH DAKOTA BID PROCESS.

WHEREAS, the Brookings County Highway Department will need new Concrete Pipe in 2016; and

WHEREAS, Lincoln County has recently gone through a competitive bidding process for reinforced concrete culverts, concrete box culverts, precast concrete bridge deck units and bridge beams, such bidding process culminating in the bids being opened on Monday, February 8th, 2016

WHEREAS, Cretex Concrete Products, Inc, was the lowest responsible bidder under such Lincoln County, South Dakota, bid process and, Cretex Concrete Products is willing to sell to Brookings County under the same terms and options as available to Lincoln County, a copy of such bid specifications and bid having been filed at the Brookings County Finance Office; and

WHEREAS, pursuant to SDCL 5-18A-22, Brookings County is authorized to purchase supplies or services from any active contract that has been awarded by any governmental entity by competitive sealed bids or competitive sealed proposals or from any contract that was competitively solicited and awarded within the previous twelve months;

NOW THEREFORE BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to contract for reinforced concrete culverts, concrete box culverts, and precast

concrete bridge deck units and bridge beams, with Cretex Concrete Products, Inc. based upon the bid price, or less, as established through the competitive bidding process of Lincoln County, South Dakota.

Passed this 22nd day of March, 2016.

Ryan Krogman
Chairperson, Brookings County
Board of County Commissioners

ATTEST

Vicki Buseth
Brookings County Finance Officer

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Krogman to sign Resolution #16-12: a resolution to formally establish the Brookings County Jail Expansion Advisory Committee. Roll call vote: Pierce “aye,” Yseth “aye,” Miller “aye,” Jensen “aye,” Krogman “aye.” Motion carried.

RESOLUTION #16-12

A RESOLUTION TO FORMALLY ESTABLISH THE BROOKINGS COUNTY JAIL EXPANSION ADVISORY COMMITTEE

1. The Committee will be called the Brookings County Jail Expansion Advisory Committee (hereafter referred to as “Committee”). It is created by the Brookings County Board of County Commissioners (hereafter referred to as “Commissioners”) and will serve at the pleasure of the same. The Commissioners may amend this resolution at their discretion.

2. Purposes

In accordance with South Dakota Codified Laws, including, but not limited to, 24-11-2, 24-11-23, 34-45-3, 7-8-20 and 7-25, the Committee shall provide information and offer recommendations to the Commissioners regarding the current jail facility.

3. Scope

The Committee shall:

- Review the previous work done by Group II Architects and James Rowenhorst and determine the need for further analysis;
- As necessary, further analyze or recommend to the Commissioners ways to obtain the needed analysis;
- Recommend to the Commissioners options to resolve building systems, and structural, security, and space needs.

The Commissioners may refer specific questions or issue further instructions to the Committee at their discretion.

4. Relationship of the Committee to the Commissioners

The Committee shall offer recommendations and provide relevant information. The Committee has no authority to expend funds beyond what is authorized by the Commissioners or to make decisions on behalf of the Commissioners.

5. Membership

Composition: The Committee shall consist of up to eleven members and shall include:

- Up to two members of the public appointed by the Commissioners.
- Two County Commissioners appointed by the Commissioners.
- The Brookings County Sheriff
- The Brookings County Assistant Sheriff
- The Brookings County Jail Administrator
- The Deputy State's Attorney
- A Third Circuit Judge
- The Brookings County Commission Department Director

6. Procedural Rules

Meetings: The Committee will make best efforts to meet at least quarterly. A quorum must be present in order for the Committee to vote on any matters. A quorum shall be a simple majority of the members.

Dismissal: Appointed members who are absent without reasonable cause from two successive meetings will be considered to have resigned their seat. The Commissioners will move to fill the position.

Passed this 22nd day of March, 2016

ATTEST:

Vicki Buseth
Brookings County Finance Officer

Ryan Krogman
Chairperson, Brookings County Commission

Motion by Miller, seconded by Pierce to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$500.00, to GL line 101-4-211-4250, Sheriff's Office. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Miller, seconded by Jensen to discuss a wage grade change for the Deputy Finance Officer.

Finance Officer Vicki Buseth asked the board to move the Deputy Finance Officer from a wage Grade 7 to a Grade 9. Buseth said this is the same grade that the Deputy Director of Equalization just moved to. Buseth said the Deputy Finance Officer has as many duties and responsibilities as the Deputy Equalization Director. Buseth said the Deputy Finance Officer is in charge of the office and supervises six staff in the absence of the Finance Officer, runs elections, hires temporary election workers, poll workers, and trains them, maintains an active voter file for all elections, has to know the software programs for Total Vote, along with the Tyler system and

the state Motor Vehicle system, processes liquor licenses, does payroll every two weeks, works with apportioning of property taxes, works with abatements and added taxes, and works with adding pay ahead mobile homes in the tax file.

Pierce said the person in the current position does an outstanding job, but it makes her extremely uncomfortable changing the current wage system one employee at a time. Pierce said if the county is looking at changing everyone's pay grades, then the county should do a wage study first. Miller said a wage study was done last year by the 1st District Association. Yseth said Pierce makes a good point, but suggested moving the position to a Grade 8. Miller suggested moving the position to a wage grade 8 as well. Krogman suggested researching what other counties pay their employees with combined offices. Steffensen said Brookings County is unique in that no other county has a combined office comparable to what Brookings County has.

Buseth said when the offices combined, the Finance Officer's salary went up a grade, but the Deputy's position stayed the same. Buseth said all of the positions in the office need to be looked at. Jensen said when the offices were combined, the Deputy's position was never compensated. Miller said come budget time, the board will look at the entire Finance Office.

Motion by Yseth, seconded by Miller to amend the main motion to increase the Deputy Finance Officer to a wage grade 8.

Roll call vote on amendment: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye." Amendment carried.

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

The board discussed a Vote Center location on the SDSU campus.

Pierce said she discussed the topic with City Councilor Keith Corbett and he would like to see the letters the county sent to SDSU and he would look into it.

Pierce asked for statistics at the Swiftel location. Commission Department Director Stacy Steffensen said it did increase quite a bit from the Primary Election to the General Election. Deputy Finance Officer Kristen Witchey said it did increase significantly between the two elections. Witchey said she does expect the numbers to be higher this year, especially since it is a presidential election. Miller said it is important to keep the vote centers consistent so people know where to go to vote.

Witchey recommended leaving the vote centers where they are located. Steffensen said the board will need to approve a Resolution establishing the vote centers.

By consensus, the board agreed to keep the vote centers in the current locations and directed Steffensen to draft a Resolution establishing the vote centers.

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

Steffensen said they are currently advertising for volunteer board appointments, which include Housing & Redevelopment, Planning & Zoning Commission, and the Jail Expansion Committee. Steffensen said the board will approve the appointments on April 5th.

Steffensen said the Notices of Award for the four preliminary engineering grants were awarded to the county. She said they are just informational at this time, and the SDDOT will be sending funding agreements at a later date, which will require board action.

Steffensen said Kris Jacobsen with the SDACC provided an estimate on the amount each county will receive with the passage of SB2, the alcoholic beverage fund distribution. Steffensen said Brookings County's estimate of new revenue will be approximately \$124,624.31.

Steffensen said the concrete on the south side of the County Resource Center continues to be an issue. Steffensen asked the board how they would like to proceed with this issue. Yseth suggested contacting contractors and getting a cost estimate.

Steffensen also discussed upcoming dates.

Chief Deputy States Attorney Abigail Howard said drug court for Brookings County did get approved and team training will be in April. Howard said it will go in effect July 1, 2016. Howard said States Attorney Clyde Calhoon will be retiring at the end of the year and she will be running for States Attorney.

Krogman asked Howard if she would give a presentation at the next scheduled meeting on how the new drug court will be implemented.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce discussed the Spring Workshop; attended the Chamber Mixer; and signed a pledge, on behalf of Brookings County, to become a Breastfeeding-Friendly business.

Commissioner Jensen attended the Spring Workshop.

Commissioner Miller attended the Spring Workshop. Miller discussed an issue concerning the culverts that drain Lake Sinai.

Commissioner Yseth discussed the issue concerning the culverts that drain Lake Sinai. Yseth also discussed the Growth Partnership Meeting.

Commissioner Krogman discussed the Brookings School District Comp Plan; discussed the Affordable Housing Task Force Meeting; attended the BEDC Meeting; attended the Spring Workshop; and attended the East Central Behavioral Health Board Meeting.

Chairperson Krogman declared a recess.

SCHEDULED AGENDA ITEM

As scheduled at 1:00 p.m., the board held a work session on the Strategic Plan and Work Plan for Brookings County.

ADJOURNMENT

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

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Jenna Peterson

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Brookings County

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