

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, FEBRUARY 5, 2019**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 5, 2019 with the following members present: Michael Bartley, Larry Jensen, Ryan Krogman, Lee Ann Pierce and Angela Boersma.

### **CALL TO ORDER**

Chairperson Bartley called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Jensen, seconded by Krogman to approve the agenda for the February 5, 2019 Commission Meeting as amended. All members voted "aye," Motion carried.

Be it noted, Executive Session 1-2-25(3), consulting with legal counsel was removed from the agenda.

### **CONSENT AGENDA**

Motion by Pierce, seconded by Boersma to approve the consent agenda. Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried. The consent agenda consisted of the minutes from the January 22, 2019 Commission Meeting.

Travel Requests: Commissioners and the Welfare Director and/or Deputy Director to attend the SDACC Spring Workshop & Welfare Officials Workshop on March 13<sup>th</sup>-14<sup>th</sup> in Pierre; Robert Hill to attend a North Dakota/South Dakota Pipeline Safety Operator Training Conference on April 1<sup>st</sup>-3<sup>rd</sup> in Bismark, ND; Kristen Witchey, Vicki Buseth & Jenna Byrd to attend an Election Workshop on November 5<sup>th</sup>-7<sup>th</sup> in Pierre.

Personnel Action Notices: position change- Heather Murfield to full-time Administrative Assistant in Sheriff's Department at \$18.65, effective January 21, 2019; routine step increase- Dane Larsen to \$22.56, effective February 1, 2019; new hire- Legal Assistant Lisa Radtke at \$21.41, effective February 4, 2019; retirement- Kathy Hansen, effective February 15, 2019.

Cellular Allowances: Eric Mette- Basic Usage at \$30/month & Data Plan at \$45/month.

Human Services Report: case #19-010 for rent was approved.

### **ROUTINE BUSINESS**

*Approval of Claims*

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

A&B Business Inc, Copier Contract, \$75.65; Allied 100, CPR Equipment, \$1,710.78; American Stamp & Marking, Date Bands, Ink Pad, \$83.79; Anderson Oil, Diesel, \$1,161.03; Anthony Teesdale, Crt Appointed Attorney, \$413.60; Aragon, Antonio, Translation Services, \$37.50; Bauer, Tim, Board Mtg Mileage, \$9.24; BEDC, 2019 Budget Allocation, \$20,000.00; Benjamin L. Kleinjan, Crt Appointed Attorney, \$2,934.70; Blinds by Nancy, Window Blinds Sheriff Office, \$1,340.00; Boys & Girls Club, 2019 Budget Allocation, \$25,000.00; Brookings Area Chamber, Chamber Membership, \$900.00; Brookings Area Crime Stoppers, 2019 Budget Allocation, \$500.00; Brookings Area CTC, Training Cards, \$200.00; Brookings City Utilities, COP Utilities, \$213.06; Brookings County Finance, Delinquent Tax, \$883.76; Brookings Engraving, Portrait Books, Name Plates, \$390.50; Brookings Register, 12 Month Subscription, \$223.00; Brothers Pharmacy, COP Prescription, \$98.56; Century Link, Phone Service, \$128.41; Charm-Tex, Jail Supplies, \$889.42; City of Brookings, Share of E911 Service, \$135,420.00; City of Brookings Landfill, Computer Items, \$5.11; Clean Slate, Letterhead, \$140.00; Darcy Lockwood, Inv Mental Illness Hearing, \$30.00; Den-Wil Inc, Community Health Rent, \$1,754.00; Digital Dolphin Supplies, Printer Toner, \$316.00; Donald McCarty, Crt Appointed Attorney, \$2,373.50; East Central Behavioral Health, 2019 Budget Allocation, \$150,000.00; Ecolab Pest Elimination, Pest Elimination Program, \$87.87; Empire Investments 2 LLC, Tax Certificates, \$2,415.34; Empire Investments 5 LLC, Tax Certificates, \$3,124.93; Executive Mgmt Finance Office, Tech Access Fee, \$29.75; First District Association, 2nd Quarter Dues, \$11,044.98; Fishback Ins Agency, Notary Public Bond, \$50.00; Fite, Pierce & Ronning Law, Crt Appointed Attorney, \$1,072.30; Gass Law, PC, Crt Appointed Attorney, \$4,635.84; Graham Tire North, Tires, \$680.64; Hillyard/Sioux Falls, Cleaning Supplies, \$268.16; Hy-Vee Food Store, Zoning Mtg Regreshments, \$6.39; Ina Group LLC, Tax Certificates, \$9,872.18; International Code Council, ICC Governmental Dues, \$135.00; Katterhagen, Mark, Inv Mental Illness Hearing, \$30.00; Kennedy Pier Knoff Loftus, CAA Inv Mental Illness Hearing, \$124.60; Kibble Equipment LLC, Vehicle & Shop Supplies, \$1,687.46; Kimball Midwest, Shop Supplies, \$970.00; Kristin A Woodall, Transcripts, \$659.00; L.G. Everist, Inc, Pea Rock, Salt Mix Sand, \$6,590.10; Lacroix, Heather M., CAA Inv Mental Illness Hearing, \$282.73; Lewno, Lucy, Inv Mental Illness Hearing, \$332.94; Lincoln County Auditor, Mental Illness Hearing/Evals, \$318.00; Lutheran Social Services, LSS Arise Youth Center, \$189.80; M&T Fire & Safety Inc, Gas Monitor, EMS Supplies, \$1,813.00; McKeever's Vending, Inmate Commissary, \$782.52; Nancy J Nelson, Crt Appointed Attorney, \$2,081.45; Northwestern Energy, Natural Gas Usage, \$3,144.00; Office Peeps Inc, Toner, Office Supplies, \$352.51; Patricia J Hartsel, Transcripts, \$30.40; Prochem Dynamics LLC, Jail Supplies, \$341.78; Prussman Contracting Co, Transport Truck, \$585.00; Qualified Presort Service, 2019 Assessment Notice Mailing, \$3,800.00; Reed T Mahlke, Crt Appointed Attorney, \$1,156.05; Reliance Telephone, Inmate Telephone, \$2,000.00; RFD Newspapers Inc, Publishing, Advertising, \$1,855.59; Rick Ribstein, Crt Appointed Attorney, \$2,230.14; Rude's Funeral Home Inc, County Burial, \$3,000.00; Running's Supply Inc, Dog Food, Jail Supplies, Ext Cord, \$347.25; Sanford Health, Inmate Medical, \$97.78; SD Federal Prop. Agency, Misc Shop Tools, \$136.50; SD Local Transportation Association, Asphalt Conference Registration, \$125.00; SDSU Extension, Green Tags, Poultry Bands, \$294.00; Secretary of State, Notary Public App, \$30.00; Sinai Coop Elevator, Blended Diesel - Sinai Shop, \$1,276.26; Sioux Valley Cleaners Inc, WIC Janitorial - January, \$460.00; Steven Ust, Building Inspections, \$800.00; Streicher's, Return Postage Fee, \$9.99; Terry D Wiczorek PC, Crt Appointed Attorney, \$418.00; Thomson Reuters - West, SD Codified Laws, \$99.78; Tim Hogan, Crt Appointed Attorney, \$586.26; Truenorth Steel, Cutting Edges, \$4,359.25; Uline, Lockout/Tagout Station, \$321.63; Vandenberg Law, Crt Appointed

Attorney, \$1,323.25; Vantek Communications Inc, North Repeater Fee-February, \$100.00; VAR Technology Finance, Backup System, \$2,597.09; Verizon Wireless, iPad for Sign Program & Service, \$450.00; Walburg, Duane, Animal Control Mileage, \$14.70; Walmart Community, Inmate Phone Cards, Office Supplies, Materials, \$320.76; Weed & Pest Conference, Weed & Pest Conference Registration, \$245.00; Wells Fargo, Supplies, Fuel, Postage, \$373.45; Yankton County Sheriff, Service of Process, \$50.00; Young Door Service Inc, Repair Truck Shed Door, \$97.06; Cell Phones: Bartley, Michael, \$75.00; Angela Boersma, \$150.00; Dan C Nelson, \$210.00; Eileen Aberle, \$45.00; Anderson, Jeffrey G, \$75.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Brehmer, Jacob, \$30.00; Dave Bublitz, \$45.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; DeJong, Darren, \$60.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Brian Gustad, \$105.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Heidemann, Terrance, \$30.00; Kristin Heismeyer, \$75.00; Hieb, Jere, \$30.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Jensen, Larry, \$75.00; Justin Johnson, \$30.00; Larry Klingbille, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Littlecott, Laura, \$45.00; McCrea, Don, \$15.00; Eric Mette, \$75.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Sweebe, Bart, \$105.00; Michael Taylor, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00.

### *Department Head Reports*

Highway Superintendent Brian Gustad said they have two outstanding permits currently on hold due to errors on the document. He said the parties will be notified and the errors will be corrected. Gustad also discussed updating the permit document.

Gustad said the bid opening for annual supplies and materials will be March 5<sup>th</sup> at 10:00 a.m. in the Chambers.

Sheriff Martin Stanwick said there are 25 inmates in jail. Stanwick said they had three committals over the weekend so they were busy transporting. During the cold event, Stanwick said he had very minor problems.

Stanwick discussed concealed permits with the board.

Director of Equalization Jacob Brehmer said assessment notices for 2019 will go out in the mail next week. Brehmer said residents have until March 14<sup>th</sup> to file a written notice of appeal if they disagree with their assessment.

Director of Veteran & Human Services Director Michael Holzhauser said his office has seen an increase in rent requests. Holzhauser thanked Commissioner Boersma for encouraging him to attend the Brookings Council for Non-Profits meeting at the Children's Museum.

County Development Director Robert Hill said they received eight (8) temporary digital radios with antennas to assist in checking radio coverage in Brookings County. He said he plans to work with Brookings Fire Chief Darrell Hartmann to check some coverage areas with local fire departments.

Hill said one Emergency Management callout was made during the cold weather event that happened January 29<sup>th</sup>-30<sup>th</sup>. Hill informed the commission that he did take the county truck home so that he's able to respond quicker.

Hill said the Big Sioux River/Medary Township drainage meeting will be February 23<sup>rd</sup> at 9:00 a.m. at the Brookings County Outdoor Adventure Center.

Hill discussed the Planning Commission going paperless. He said the plan is wait until a decision is made on how the files will be accessed.

Hill said the State & Local Agreement for the 1<sup>st</sup> quarter of 2019 was submitted per SLA requirements.

Hill discussed House Bill 1226, an act to revise the distance certain wind energy systems must be set back from surrounding property. Hill said currently, each wind turbine tower of a large wind energy system must be set back at least five hundred feet or one times the height of the tower. He said they want to amend the house bill to read one thousand five hundred feet or three times the height of the tower, whichever distance is greater. Hill said if this bill passes, local control would be eliminated. He said we wouldn't see another wind development in Brookings County. Pierce said setbacks are a local control issue and that shouldn't be determined by the state. Hill said if there is a consensus from the board, he would be willing to go testify. By consensus, the board is opposed to HB 1226 and authorized Hill to testify against the bill.

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Executive Director of First District Association of Local Governments Todd Kays gave a presentation.

### **SCHEDULED AGENDA ITEM**

Motion by Krogman, seconded by Boersma to appoint Jacob Brehmer as Director of Equalization for Brookings County. Commission Department Director Stacy Steffensen said if a single municipality contains fifty percent or more of the population of a county, the mayor of the municipality and the board of county commissioners shall make the appointment. Steffensen said Mayor Keith Corbett supports Jacob Brehmer as the Director of Equalization.

All members voted "aye." Motion carried.

### **REGULAR BUSINESS**

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-04: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Volga Township.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-05: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Oakwood Township.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-06: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Laketon Township.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-07: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Lake Sinai Township.

All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Jensen to approve three elderly tax freeze applications. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Deputy Director of Equalization in the Equalization Office.

All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for an Office Coordinator in the State’s Attorney’s Office.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for an Administrative Assistant in the Sheriff’s Office.

All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Full-Time Female Correctional Officer in the Sheriff’s Office.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for an Equipment Operator in the Highway Department.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to declare a Towmotor LT56 forklift as surplus property to be sold via the county’s surplus auction.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to declare a Lincoln G8000 welder as surplus property to be transferred to the Brookings City Parks, Recreation & Forestry Department.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

The board reviewed the Brookings County Strategic Plan.

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

IT Support Specialist Shawn Plowman introduced IT Support Technician Eric Mette to the board. Plowman discussed email support and migration with the board. Last year, Plowman said he updated the email system. Since then, he said it’s working, but not like it should. He said email responds ar He said he’s reviewed documentation and logs, neither the antispam vendor nor he have been able to track the issue to any particular portion of the server setup.

Plowman said he would like permission to request assistance from an outside company to come take a look at the email server, setup, and configuration to verify that there is nothing wrong, or if there is to repair it. He said the cost for 20 hours of block time would be \$3,600. By consensus, the board agreed to allow Plowman to move forward.

Plowman said he would like a consensus to move from Dropbox to Box.com. Steffensen said it would allow the Planning Commission to go paperless.

By consensus, the board agreed to allow Plowman to forward.

Steffensen said she met with Commissioners Jensen and Krogman to discuss the township funding that is budgeted for in FY2019. She said they agreed to focus on culvert projects on townships roads with the funding this year. Steffensen provided a draft letter to the townships, along with a draft application form. She said she would like to get these letters sent out before the end of February because townships hold their annual meetings in early March.

Krogman said the idea is to accept applications from interested townships and look at shared cost of 50/50. Krogman said the townships would have to bid and follow through with the entire project. Krogman said the county would just assist in the cost of it as an incentive to them. Pierce said she didn't see anywhere in the letter document about it being a shared cost. Steffensen said she would include that in the letter.

Boersma asked if they knew how much each request would be and if they go over the \$100,000, would there be a predetermined ranking or priority system. Krogman said they've done a couple culverts in the past; they are hoping the requests come in at the \$15,000-\$20,000 range so they can do 8-10 projects. Krogman said if they do have any issues deciding which culverts are needed most, they could reach out to Banner Associates for their expertise.

Highway Superintendent Brian Gustad said one thing to take into consideration in all of this is whether or not the township will resize the culvert or match its current size. Gustad said if the township decides to resize the culvert, they would need a 404 permit. Gustad asked if they would limit one township to so many projects.

Gustad commends the board for their forward-thinking on this because it will benefit both the township and the county.

Steffensen said Chuck Cecil with the Brookings County Museum requested a letter of support from the Commission for the Governor's Organization for History award. Steffensen said Chairperson Bartley did sign a letter of support.

Steffensen discussed upcoming dates.

Deputy States Attorney Michael Taylor said their office hired a new legal assistant. He said they are in the process of hiring a new office assistant and a Deputy States Attorney.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the BEDC Meeting; attended the District 7 Legislative Forum; and attended the Public Affairs Weekly Call-In.

Commissioner Boersma attended the Brookings Council of Non-Profits Meeting; attended the District 7 Legislative Forum; attended an ECBH Board Meeting; and attended the Domestic Abuse Board Meeting.

Commissioner Krogman attended a Growth Partnership Board Meeting; attended a BATA Meeting; attended a Brookings Health Meeting; and attended a Township Grant Meeting with Commission Department Director Stacy Steffensen and Commissioner Larry Jensen.

Commissioner Jensen attended a BCOAC Advisory Board Meeting; attended a Township Grant Meeting with Commission Department Director Stacy Steffensen and Commissioner Ryan Krogman; and attended an Intergovernmental Meeting.

Commissioner Bartley attended the Public Affairs Weekly Call-In; moderated the District 7 Legislative Forum; and attended an Intergovernmental Meeting.

### **ADJOURNMENT**

Motion by Krogman, seconded by Jensen to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, February 19, 2019 at 8:30 a.m.

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Jenna Byrd  
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Brookings County

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