

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, FEBRUARY 6, 2018

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 6, 2018 with the following members present: Lee Ann Pierce, Mike Bartley, Ryan Krogman and Larry Jensen. Stephne Miller was absent.

CALL TO ORDER

Chairperson Pierce called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

The agenda for the February 6, 2018 Commission Meeting was approved without objection.

REGULAR BUSINESS

Motion by Bartley, seconded by Jensen to appoint Teree Nesvold as acting States Attorney. Roll call vote: Jensen "aye," Krogman "aye," Bartley "aye," Pierce "aye." Motion carried.

Motion by Krogman, seconded by Bartley to approve a personnel action notice for States Attorney Teree Nesvold at \$100,419/year, effective February 6, 2018.

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

Motion by Krogman, seconded by Jensen to appoint Steve Britzman as a part-time Deputy States Attorney.

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

Motion by Jensen, seconded by Krogman to approve a personnel action notice for part-time Deputy State's Attorney Steve Britzman at \$39.67/hour, effective February 6, 2018.

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

OATHS OF OFFICE

Judge Stoltenburg administered the Oaths of Office to States Attorney Teree Nesvold and Deputy States Attorney Steve Britzman.

CONSENT AGENDA

Motion by Jensen, seconded by Krogman to approve the consent agenda. Roll call vote: Jensen "aye," Krogman "aye," Bartley "aye," Pierce "aye." Motion carried. The consent agenda consisted of the minutes from the January 16, 2018 Commission Meeting.

Travel Requests: Jennifer Beller & Vicki Buseth to attend an Annual Report Workshop on January 24th in Mitchell; Misty Moser to assist at the SDDA Booth at the Farm Show on January 24th in Sioux Falls; Larry Klingbile & Reid Squires to attend a tour of Dylbrook Farms on January 30th in Canistota; Misty Moser to assist at the SDDA Booth at the Farm Show on February 8th in Watertown; Misty Moser and Tim Bauer to attend the State Annual Weed & Pest Conference on February 13th-16th in Rapid City; Sonia Mack to prepare 4-H Judging Kits with other program advisors on February 14th in Watertown; Sean Doremus to attend Crisis Intervention Team Training on March 26th-March 30th in Sioux Falls; Manny Langstraat to attend a National Interdiction Conference on April 29th-May 4th in Denver, CO; Zach Page to attend Criminal Interdiction/Patroling Training on May 14th-16th in Pierre; Robert Hill to attend a Region VI SLA Meeting on February 5th in Mitchell.

Personnel Action Notices: routine step increase- Tammy Hanson to \$23.45, effective January 1, 2018; voluntary resignation- Dennis Carmichael, effective January 11, 2018; voluntary resignation- Abigail Howard, effective January 26, 2018; routine step increase- Zach Page to \$22.67, effective February, 1, 2018.

Human Services Report: case #18-006 for rent was denied; case #18-007 for Brookings Hospital was denied; case #18-008 for Brookings Health Systems was approved; case #18-009 for Avera McKennan was approved; case #18-010 for Avera McKennan was approved; case #18-012 for rent was approved; case #18-013 for rent was denied; case #18-014 for Avera McKennan was approved; case #17-136 for Avera McKennan was denied; case #17-160 for Avera McKennan was denied; case #18-015 for Brothers Pharmacy was approved; case #17-161 for Avera McKennan was denied.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Maintenance, \$226.12; A&B Service Garage, Collection, \$2,927.53; Allegra Print & Imaging, Business Cards, \$185.27; American Stamp & Marking, Certifying Date Stamp, \$156.43; AMP Electric Construction, Repair Swing Gate in Jail, \$197.95; Angela Sofia Mitzel, Transport SDWP to Court, \$33.51; Anthony Teesdale, Crt Appointed Attorney, \$5,434.26; APA, APA Membership, \$324.00; Aragon, Antonio, Translation Services, \$325.00; Avera McKennan Hospital, Mental Health Holds, \$4,897.50; Avera Medical Group - RAD, Inmate Medical, \$52.50; Avera Occupational Medicine, Drug Testing, \$290.00; Axon Enterprise Inc, Body Cam/Mic Cables, \$71.76; Bauer, Tim, Weed & Pest Brd Mileage, \$9.24; BEDC, 2018 Budget Allocation, \$15,000.00; Benjamin L. Kleinjan, Crt Appointed Attorney, \$5,818.60; Bobcat of Brookings, Hose, Coupler, \$153.56; Bonzer Development LLC, COP Rent, \$575.00; Bowes Construction, Replace Void Check, \$3,939.19; Boys & Girls Club, 2018 Budget Allocation, \$25,000.00; BRBA, 2018 Exhibitor Registration, \$450.00; Brookings Area Chamber, 2018 Chamber Membership Dues, \$900.00; Brookings Area Crime Stoppers, 2018 Budget Allocation, \$500.00; Brookings Domestic Abuse Shelter, 2018 Budget Allocation, \$45,000.00; Brookings Engraving, Sign Plate, \$9.50; Brookings Health System, Inmate Medical, Mental Health, Assault Investigation, \$4,179.13; Central Business Supply, Office Supplies, \$333.92; Century Business Products, Copier Contract, \$139.69; Century Link, Long Distance Phone, \$145.18; City of Brookings, County Share E911, \$96,500.00; City of Brookings, Joint Buliding

Expenses, \$6,807.63; City of Brookings Landfill, Tires, Demolition Materials, \$231.72; Claritus, Ink Cartridge, Tape, Service, \$184.45; Clites Electric Inc, Move/Reinstall Fire Alarm, \$508.13; Compass Counseling & Assessment, Psychosexual Assessment, \$3,600.00; Cook's Wastepaper & Recycling, Commercial Service, \$148.63; Courtesy Plumbing Inc, Parts, \$4.00; Credit Collections Bureau, Collection, \$2,879.67; Darcy Lockwood, Inv Mental Illness Hearing, \$97.50; Dave Law, Build Cart/Shelf for Cabinet, \$128.37; Department of Motor Vehicles, Title, License, Fees Trailer, \$71.20; Doremus, Sean, Boot Reimbursement, \$100.00; Dupraz, Andy, Extension Brd Mtg Mileage, \$7.56; DVL Fire And Safety, CH Annual Fire Ext Inspection, \$430.25; East Central Behavioral Health, 2018 Budget Allocation, \$55,000.00; Ecolab Pest Elimination, Pest Elimination Jail, \$87.87; Eidsness Funeral Home, Autopsy Transport, \$165.00; Executive Mgmt Finance Office, Dec17 Tech Access Fee, \$54.50; Farmer's Imp & Irrigation, Gear Fluid, \$22.38; Fastenal Company, Filters for Courthouse, \$212.58; Faulk County Sheriff, Housing of Inmate, \$1,530.00; First Bank & Trust, Refund Tax File Payment, \$50.00; First District Association, 2nd Quarter Dues, \$10,723.29; Fix It Shop Locksmith, Keys for BCOAC, \$16.00; Foerster Office & Supply, Supplies, \$859.20; Ford, Deb, Extension Brd Mtg Mileage, \$20.16; Gass Law, PC, Crt Appointed Attorney, \$649.52; Gengler, Michael, Per Diem - Mobridge, \$79.00; Graham Tire North, Disposal Fee, \$91.50; Graybar Electric Co Inc, Fluorescent Lights, \$84.60; Hillyard/Sioux Falls, Courthouse Supplies, \$272.82; Horn Law Office, Prof. LLC, Crt Appt Atty Inv MI, \$210.80; Hungerford Chiropractic PC, Instant Drug Testing, \$60.00; Hy-Vee Food Store, Meeting Refreshments, Inmate Meals, Supplies, \$16,197.66; INA Group Llc, Tax Certificates, \$20,255.02; Intab Inc, Table Top Voting Booths Supplies, \$2,409.07; Intoximeters Inc, PBT's, \$195.25; Jencks & Jencks PC, Crt Appointed Attorney, \$1,298.00; Jennifer Goldammer, Crt Appointed Attorney, \$864.80; Jennifer Pickard, Extension Brd Mileage, \$12.60; John Michael Agosti & Associates, Arson Expert, \$4,680.00; Katterhagen, Mark, Mental Illness Hearings, \$97.50; Kibble Equipment LLC, Supplies, Tools, \$825.98; Koletzky Law Office, Prof, CAA Mental Illness Hearing, \$271.20; Konard O Hauffe DDS PC, Inmate Medical, \$137.02; Kristin A Woodall, Transcripts, \$20.40; LG Everist, Inc, Pea Rock, Icing Sand, \$10,512.07; Langstraat, Manual, Per Diem- Field Officer Training, \$160.00; Lewno, Lucy, Inv Mental Illness Hearing, \$990.26; Lincoln County Auditor, Mental Illness Board Expenses, \$1,518.34; M&T Fire & Safety Inc, First Aid Kit Supplies, Hose Attachment, \$143.41; Maple Leaf Press Inc, Archery Targets, \$273.80; Martin's Inc, Dyed Diesel-Generators, \$666.85; Master Blaster Inc, Hose, \$140.40; McKeever's Vending, Inmate Commissary, \$577.58; Mcleod's Printing & Office, Township Packets & Law Book, \$669.60; Mediacom LLC, Law Library Internet, \$82.90; Mid-States Organized Crime, 2018 Annual Membership, \$150.00; Minnehaha County Auditor, Inv MI Costs Reimbursement, \$657.20; Minnehaha County JDC, JDC Costs, \$1,554.99; NACVSO, NACVSO 2018 Membership, \$30.00; NAMI Sioux Falls, Crisis Intervention Training, \$120.00; Nancy J Nelson, Crt Appointed Attorney, Mental Health Board, \$3,624.64; NDAA Insurance Services, 2018 Lawyers Professional Insurance, \$3,917.00; Newegg Business Inc, IT Supplies, Equipment, \$2,443.86; Northwestern Energy, Natural Gas Service, \$3,509.89; Office Depot Inc, Office Supplies, \$383.20; Office Peeps Inc, Office Supplies, \$537.46; Olson, Steve, Weed & Pest Brd Mileage, \$16.80; Parmely, Ronny, Extension Mtg Mileage, \$11.76; Patricia J Hartsel, Transcripts, \$10.40; Penn Co Mental Health, Mental Illness Charges, \$723.71; Pennington County Jail, Prisoner Transport, \$226.20; Pharmchem Inc, Patch Analysis, \$200.00; Qualified Presort Service, Mail Services, \$4,400.46; Redwood Toxicology Laboratory, UA Kits, \$1,650.48; Reed T Mahlke, Crt Appointed Attorney, \$3,085.65; RFD Newspapers Inc, Legals, \$17.92; Rick Ribstein, Crt Appointed Attorney, \$3,166.97; Running's Supply Inc, Air Filters, BCOAC Supplies, \$145.13; Ryde Investment Group LLC, Tax Certificates, \$5,413.25; Sanford Health, Inmate Medical, \$130.89; SD Dept of Labor, Sheriff Trust, \$2,072.29; SD Dept of Public Safety, Teletype Service Jan-Jun 2018, \$2,590.00; SD Dept of Revenue, Fee Replacement, Public Health, \$6,997.08; SD Sheriff's

Association, 2018 Annual Dues, \$1,458.95; SDACO, 2018 SDACO Membership Dues, \$2,762.55; SDSU Workstudy, SDSU Workstudy, \$64.80; Sherwin Williams Co, Paint, \$140.00; Sioux Valley Cleaners Inc, WIC Janitorial, \$478.00; Steven Ust, Building Inspections, \$800.00; Terry D Wieczorek PC, Crt Appointed Attorney, \$3,748.25; Thomson Reuters - West, West Information Charges, \$1,051.35; Tim Hogan, Crt Appointed Attorney, \$2,234.27; Town of Sinai, Sinai Shop Utilities, \$64.00; Transource, Mack Truck Chassis, \$115,500.00; Uline, Side Panel Platform Truck, \$714.50; Vandenberg Law, Crt Appointed Attorney, \$2,632.00; Vantek Communications Inc, North Repeater Monthly Fee, \$100.00; VAR Technology Finance, Backup System, \$2,597.09; Verizon Wireless, Mobile Data, \$320.08; Walburg, Duane, Animal Control Mileage, \$35.28; Walmart Community, Supplies, \$157.65; Wells Fargo, Wells Fargo Charges, \$4,381.96; Wilkinson & Schumacher Law, Crt Appointed Attorney, \$4,173.89; Yankton County Sheriff, Service of Process, \$252.50; Yankton County Treasurer, Mental Illness Hearings, \$365.65.

February Cell Phone Reimbursements: Anderson, Jeffrey G, \$75.00; Bartley, Michael, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Bjordal, Suzanne, \$30.00; Bond, Thomas, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Contreras, Robert, \$75.00; 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; Haugen, Richard, \$45.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Jensen, Larry, \$75.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Lilla, Christopher, \$105.00; Littlecott, Laura, \$45.00; Matson, Tyler, \$105.00; Mccrea, Don, \$15.00; Miller, Stephne, \$75.00; Molengraaf, John, \$30.00; Moser, Misty, \$75.00; Nesvold, Teree, \$105.00; Page, Zach, \$30.00; Pierce, Irene, \$45.00; Pierce, Lee Ann, \$75.00; Pike, Jon, \$60.00; Plowman, Shawn, \$90.00; Scott, Michael, \$45.00; Sebring, Scott, \$105.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Sweebe, Bart, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00.

Department Head Reports

Highway Superintendent Richard Birk said they continue to do normal maintenance. Birk said he's been watching HB 1107, which will clean up wording of statutes that apply to roads and bridges.

Register of Deeds Beverly Chapman presented the 2017 Year End Report.

Sheriff Martin Stanwick congratulated States Attorney Teree Nesvold and Deputy States Attorney Steve Britzman.

Stanwick said there are 24 inmates in jail and 158 individuals participating on the 24/7 program. He said the jail continues to stay busy.

Stanwick said a counselor with East Central Behavioral Health has been coming to the jail every week to meet with inmates who would like to visit. He said there has been 34 new inmates meeting with that counselor.

Stanwick said they are going to start tracking individuals who go to a mental health facility; committals and non-committals.

Finance Officer Vicki Buseth said she has been in contact with Burlage-Peterson on the tax deed properties in Bruce and White. She said she will inform the board the date and time when she knows that information.

Buseth said the Consumer Price Index from the Department of Revenue for this year is 2.1%. She said that is the amount that property taxes can be raised along with the growth factor.

Buseth said she has been watching HB 1195, which revises certain provisions regarding refunds of motor vehicle license plates and HB 1190, which revises the time period for which certain motor vehicle license plates are used.

Weed & Pest Supervisor Misty Moser attended the South Dakota Department of Ag Booth at the Farm & Home Show. Moser said she attended training to update her Aquatic License.

Moser discussed upcoming dates.

County Development Director Robert Hill said he attended Brookings Day at the Capitol; attended the County & State Holiday Party; attended the Joint Jurisdiction Area Meeting; and attended an E-911 Meeting.

Hill said the Points of Dispensary trailer will be located at the Brookings County Highway Department.

Hill discussed upcoming dates.

REGULAR BUSINESS

The board held the First Reading of Ordinance #2018-01: an ordinance establishing a 25 mile per hour speed limit upon a portion of Brookings County Road 23.

The second reading and public hearing will be held on February 20, 2018 at 9:30 a.m.

The board discussed Agreement #18-09: an easement for use of county road right-of-way made by Norfeld Colony.

Highway Superintendent Richard Birk said the current manure permit allows an applicant to cross under our road right-of-way. He said the county has never allowed a manure hose to be located within the road right-of-way running parallel to the road surface in the ditch for any distance, which is what the applicants wants to do.

SCHEDULED AGENDA ITEM

As scheduled at 9:15 a.m., Ashia Gustafson, Director of Library Services with the Brookings Public Library presented the 2017 Annual Report.

Gustafson said highlights of 2017 for the library were: starting a board game collection, updating the computer lab management and printing software, receiving a Larson Foundation Grant to update wireless access points, replacing seven computer lab computers, and replacing the laptops the library has for check-out.

REGULAR BUSINESS

The board continued their discussion on Agreement #18-09: an easement for use of county road right-of-way made by Norfeld County.

County Development Director Robert Hill said as the Brookings County Drainage Officer, he recommends that this practice not be allowed. He said road ditches are designed for the purpose of moving water. As the County Development Director, Hill recommends that this practice not be allowed. He said the road ditches do have habitat that can be environmentally harmed if an accident were to occur.

Commissioner Bartley said we have to act based on the information and current rules that are put in place.

Agreement #18-09: an easement for use of county road right-of-way made by Norfeld County died due to lack of a motion.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Brad Wilson, Administrator of the SDML Work Comp Fund, Insurance Benefits, Inc. discussed work comp basics with the board.

Wilson presented a 30-year Membership plaque to the county.

Be it noted, the volunteers with the RSVP program, the Brookings County Outdoor Adventure Center and severe weather storm spotters are listed for work comp purposes.

RSVP Listing: Arthur Wilber; Dave Peterson; Darel Palm; Carmen Wika; Kathy Holleman; Art Niles; Jim Steen; Ron Eggen; Carl Basmajian; Dennis Josephsen; Jim Herrboldt; Robin Savage; Dennis Hanson; Mike Monnens.

BCOAC Volunteers: Arden Sigl; David Clark; Don Langum; Gary Englund; Tim Mulvey; Michael Kilmer; Randy McLagan; Bobby Markham; Jim Doolittle; Lindsay Wollmann; Leo Stirling; Marilyn Bombeck; Rex Weimer; Bob Ohlsen; Loucous Hicks; Ross McDougall; Gail Markham; Dennis Hetricks; Jonathan Anderson; Brandon Schultz; David Cook; Thomas Krier; Gary Mouw; Jason Overby; Tom Schmit; Lisa Shatswell; Monte Vande Kop; Cody Weber; Allen Schroeder; Allen Gunnare; Mike Elchlberg; Jerry Nold.

Storm Spotters: James Booth; Bruce Bortnem; Roger Brommersbach; Richard Canaday; Donald DeGreef; Harlan Feldhus; Wayne Janiszeshi; Barbara Johnson; Perry Johnson; Allan Jones; Robert Jones; David Larson; Vicki Larson; Duane Martin; Gregory Moir; Kurt Narveson; Cathy Narveson; Darel Palm; David Peterson; Larry Peterson; Debora Sandvold; Richard Sandvold; Arend Schuurman; Roland Thompson; Dennis Welu; Arthur Wilber; Wayne Williams; Dave Wiesner.

REGULAR BUSINESS

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-10: an agreement to release escrow fund. Background information was provided by Commissioner Krogman.

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

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-11: an independent contractor agreement between Brookings County and Dennis Hetrick, a firearms instructor.

Commission Department Director Stacy Steffensen said they've made a changes to the original agreement. States Attorney Teree Nesvold said she made changes to the terminology, compensation, and volunteer hours. She said the changes made were to Mr. Hetrick's benefit.

Motion to amend the main motion by Bartley, seconded by Krogman to approve the revised agreement between Brookings County and Dennis Hetrick, a firearms instructor. Amendment carried.

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

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-12: an application for occupancy of right-of-way of county highways made by Swiftel Communications.

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

Motion by Krogman, seconded by Bartley to approve a Request to Fill Vacancy for a Truck Driver in the Weed & Pest Department. Background information was provided by Weed & Pest Supervisor Misty Moser.

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

Motion by Jensen, seconded by Bartley to approve a Request to Fill Vacancy for a Weed Enforcement Officer in the Weed & Pest Department. Background information was provided by Weed & Pest Supervisor Misty Moser.

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

Motion by Krogman, seconded by Bartley to approve and publish the rates/salaries of county employees for fiscal year 2018. Background information was provided by Commission Department Director Stacy Steffensen.

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

2018 Brookings County Employee Wages

Jeffery G. Anderson- \$29.12; Michael J. Andresen- \$15.79; Michael D. Bartley- \$17,482.14; Jennifer J. Beller- \$19.62; Alexander M. Berkness- \$18.61; Richard D. Birk- \$73,235.24; David D. Biteler- \$22.23; Suzanne M. Bjordal- \$25.00; Thomas P. Bond- \$15.18; Jacob E. Brehmer- \$24.37; Martha L. Brettschneider- \$16.32; Steve Britzman- \$39.67; Jenna L. Byrd- \$18.25; Vicki L. Buseth- \$76,763.96; Beverly K. Chapman- \$71,021.60; Craig M. Chapman- \$20.82; Amy L. Christensen- \$17.54; Matt Christensen- \$20.29; Richard P. Cofell- \$21.81; Robert Contreras- \$52,378.82; Lynn Cramer- \$22.38; Darren J. DeJong- \$27.26; Michelle L. Delaney- \$19.37; Wesley J. Dixon- \$17.54; Sean P. Doremus- \$22.67; Valerie A. Eaton- \$25.00; Gary Egeberg- \$14.96; Kimberly J. Ellingson- \$17.89; Gregory J. Enz- \$20.55; Andrew J. Erickson- \$18.61; Michael A. Erickson- \$23.45; Clifford A. Friedrich- \$27.64; Michael J. Gengler- \$23.12; Michael L. Giegling- \$26.56; Linda E. Gross- \$22.25; Darin R. Haider- \$30.09; Kathryn R. Hanson- \$22.25; Tammy L. Hanson- \$23.45; Richard L. Haugen- \$24.37; William C. Hazzard II- \$17.54; Jere D. Hieb- \$22.09; Richard S. Hieb- \$6,000; Robert W. Hill- \$71,407.96; Rachele L. Hochstetter- \$17.54; Michael J. Holzhauser- \$70,990.66; Larry D. Jensen- \$17,482.14; Angela N. Johnson- \$19.75; Vance R. Jones- \$15.18; Kayla M. Justen- \$15.18; Richard D. Kelley- \$17.89; Sherri R. Kenitzer- \$16.32; Melanie K. Kindt- \$16.64; Larry J. Klingbille- \$23.91; Anita L. Klitzke- \$20.15; Dale L. Kneebone- \$23.91; Austin J. Kreutner- \$17.89; Jeremy Kriese- \$24.06; Ryan Krogman- \$17,482.14; Heather R. Kroontje- \$17.89; Samantha J. Kruger- \$17.54; Mitchell A. Lang- \$15.79; Chelsey J. Langbehn- \$17.54; Manual J. Langstraat- \$23.12; Dane D. Larsen- \$17.28; Shelly L. Lenander- \$11.50; Christopher L. Lilla- \$62,140.00; Laura H. Littlecott- \$26.04; Blake T. Lorenzen- \$15.18; Rae Lynn Maher- \$20.55; Tyler P. Matson- \$65,080.60; Don A. McCrea- \$22.23; Bailey W. Mergen- \$17.54; Dennis W. Miller- \$25.71; Stephne Miller- \$17,482.14; Angela S. Mitzel- \$17.89; John E. Molengraaf- \$19.25; Amber S. Morlock- \$21.51; Misty D. Moser- \$44,740.80; Christopher A. Mulhair- \$20.41; Kevin M. Murfield- \$18.25; Paul R. Ness- \$18.99; Nesvold, Tere A- \$100,419.00; Nick Norgaard- \$19.37; Zachary E. Page- \$22.23; Paige M. Petersen- \$11.00; Irene M. Pierce- \$23.91; Lee Ann Pierce- \$17,482.14; Jon R. Pike- \$31.94; Shawn R. Plowman- \$24.86; Colleen Poindexter- \$22.38; Daniel E. Porter- \$17.54; Susan R. Rennich- \$25.03; Randy G. Ribstein- \$23.91; James D. Sampson- \$24.86; Lori A. Schultz- \$23.91; Michael J. Scott- \$22.38; Scott N. Sebring- \$76,763.96; Reid H. Squires- \$19.23; Martin E. Stanwick- \$95,363.06; Peggy J. Steen- \$19.50; Stacy P. Steffensen- \$71,525.74; B. Jean Stoebner- \$20.69; Christopher D. Stokes- \$19.23; Brock D. Swartos- \$14.96; Don K. Swartos- \$22.25; Tiffany M. Sylvers- \$17.32; Bart M. Sweebe- \$71,407.96; Susan H. Taylor- \$17.32; Danica A. Thor- \$17.54; Tonia A. Thornton- \$18.25; Sally Tolley- \$17.66; Charles R. Umberger-

\$27.09; Susan C. VanderWal- \$17.89; Duane H. Walburg- \$25.83; Melissa J. Walsh- \$17.66; Kristen L. Witchey- \$24.54.

The board discussed making changes to the Brookings County Employee Policies and Procedures manual.

Commission Department Director Stacy Steffensen said she believes they need to add language within the weapons section of the handbook that speaks directly to the Brookings County Outdoor Adventure Center because it is now county property. Pierce asked if the handbook should exclude all Law Enforcement. Steffensen said she and States Attorney Teree Nesvold will come up with some language and bring it back to the board for approval.

Commissioner Pierce discussed the administrative leave portion of the handbook. Pierce said she would like to amend this part of the handbook so that the commission has authority to approve administrative leave for Good Friday, the day after Thanksgiving, and Christmas Eve if the Governor declares them as such for state employees. Steffensen said she will include that change, along with the other changes and bring it back to the board for approval.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen said the SDACC Spring Workshop is March 14th & 15th in Pierre.

Steffensen said the Window, the newsletter from the Brookings County Historical Society, includes an article thanking local governmental entities for their support. She said the article specifically mentions Commissioners.

Steffensen said the Commission received an invitation from the Historical Society to attend a Community Open House to celebrate the opening of the Trooien-Horse-Drawn Building. The open house is Sunday, May 27th.

Steffensen discussed upcoming dates.

States Attorney Teree Nesvold said she met with Jail Administrator Bart Sweebe & Administrative Assistant Matt Christensen and talked about tagging mental health commitments and non-commitments.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Jensen attended Brookings Day at the Capitol; attended the County & State Holiday Party; and attended the BCOAC Advisory Board Meeting.

Commissioner Krogman attended Brookings Day at the Capitol; had a conference call with Easton; attended a Brookings Health Meeting; attended the BCOAC Advisory Board Meeting; met with the Director of BCOAC Robert Contreras, HR Specialist Laura Littlecott, and Commission Department Director Stacy Steffensen about job descriptions.

Commissioner Bartley attended Brookings Day at the Capitol; attended the County & State Holiday Party; attended East Central Behavioral Health's staff meeting; attended the Joint Jurisdiction Area Meeting; attended an E-911 Meeting; attended a Mental Health Task Force Meeting; attended the Legislative Forum; and attended the East Central Behavioral Health Retreat.

Commissioner Pierce worked on ordinances; attended the E-911 Meeting; attended the County & State Holiday Party; attended the Joint Jurisdiction Area Meeting; met with States Attorney Teree Nesvold, HR Specialist Laura Littlecott, Commission Department Director Stacy

Steffensen, and Commissioner Stephne Miller to talk about the States Attorney's office; attended the Brookings Housing Meeting; met with Mayor of Aurora Fred Weekes and Highway Superintendent Richard Birk; attended the Legislative Forum; and attended BEDC's Pop-up Market.

ADJOURNMENT

Motion by Krogman, seconded by Jensen to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, February 20, 2018 at 8:30 a.m.

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Jenna Byrd
Finance Assistant II
Brookings County

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