

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, FEBRUARY 19, 2019**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 19, 2019 with the following members present: Mike Bartley, Angela Boersma, Larry Jensen, Ryan Krogman and Lee Ann Pierce.

### **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 19, 2019 Commission Meeting as amended. All members voted "aye." Motion carried.

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

### **CONSENT AGENDA**

Motion by Boersma, seconded by Krogman 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 February 5, 2019 Commission Meeting.

Travel Requests: Robert Hill to attend a Tri-State Emergency Management Association meeting on February 20<sup>th</sup> in Sioux Falls; Laura Littlecott to attend Bacon and Business: Trends in Sexual Harassment Training on February 21<sup>st</sup> in Brookings; Martin Stanwick to attend a Deputy Graduation on March 1<sup>st</sup> in Pierre; Richard Haugen to attend FEMA Course G393- Mitigations for Emergency Managers on March 17<sup>th</sup>-19<sup>th</sup> in Pierre; Brian Gustad to attend NACE 2019 on April 14<sup>th</sup>-18<sup>th</sup> in Wichita, Kansas; Larry Klingbile & Jacob Brehmer to attend SDAAO Annual Conference on May 21<sup>st</sup>-24<sup>th</sup> in Deadwood; Sonia Mack to attend a Progressive Ag Safety Training on February 28<sup>th</sup>-March 1<sup>st</sup> in Huron; Sonia Mack to attend a 4-H Online and Fair Entry Computer Training on April 1<sup>st</sup> in Sioux Falls.

Personnel Action Notices: retirement- Kathy Hanson, effective February 15, 2019; new hire- Part-time Correctional Officer Desirae Hertling at \$17.80, effective February 12, 2019.

Human Services Report: case #19-011 for rent was denied; case #19-012 for medical was approved; case #19-013 for medical was approved.

### **ROUTINE BUSINESS**

## *Approval of Claims*

Motion by Krogman, seconded by Boersma 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, \$6,361.77; Action Target, Replace Gun Range Targets, \$267.05; Advance, 2019 Budget Allocation, \$35,500.00; AgFirst Farmers Coop, LP Fill for Crack Machine, \$12.21; APA, Membership, \$324.00; Anderson Oil, White Diesel, \$765.60; Aragon, Antonio, Translation Services, \$37.50; Axon Enterprise Inc, Patrol Cameras and Equipment, \$18,300.60; Banner Associates, Engineering Services, \$14,600.05; Blackstrap Inc, Road Salt, \$3,342.51; Bob Barker Company, Jail Supplies, \$72.07; Box Inc, Box Business Plus License, \$5,040.00; Brookings Area CTC, CPR Cert Cards, \$120.00; Brookings City Utilities, Utilities, \$9,186.93; Brookings Engraving, Nameplate, \$10.00; Brookings Health System, January Blood Alcohol Tests, \$4,333.50; Brookings Register, Subscription, Publishing, \$738.15; Brookings-Deuel RWS, Bruce Shop Water, \$21.30; Brothers Pharmacy, Inmate Medical, \$740.29; Buhls of Brookings Cleaners, Rug Rental Service, \$172.90; Carquest Auto, Shop Supplies, \$894.08; Century Business Products, Copier Contract, \$547.43; Cintas Corporation, Laundry Services, \$407.76; City of Brookings, E-911 Disbursement, \$86,278.49; City of Brookings, ISS Facility Services, \$2,119.00; City of Brookings, Joint Building Costs, \$4,050.89; City of White, White Shop Utilities, \$79.31; Civil Air Patrol Magazine, Advertising, \$145.00; CNA Surety, SD PE Position Schedule, \$100.00; Cofell, Rich, Boot Reimbursement, \$181.04; Cook's Wastepaper & Recycling, Commercial Services, \$817.91; Courtesy Plumbing Inc, Cell Repairs, \$480.42; Dakota Data Shred, Shredding Services, \$75.47; Department of Health, Coroner Services - Tests, \$40.00; Division of Motor Vehicle, Confidential Plate Renewal, \$3.00; Eidsness Funeral Home, Autopsy, \$375.00; Einspahr Auto Plaza, Oil Change, Maintenance, \$387.74; Empire Investments 4 LLC, Tax Certificate, \$1,189.06; Empire Investments LLC, Tax Certificate, \$779.11; Fastenal Company, Plow Bolts, \$64.74; First Bank & Trust, First Bank & Trust Credit Card, \$401.08; Fite, Pierce & Ronning Law, Court Appt Attorney, \$2,155.50; Foerster Office & Supply, Janitor Supplies, \$685.75; Gass Law, Pc, Court Appt Attorney, \$3,402.23; Jennifer Goldammer, Court Appt Attorney, \$3,769.47; Guardian Fleet Safety, S Lite Bar, \$485.69; Patricia J Hartsel, Transcripts, \$14.00; Corey Haug, Care of Poor Rent, \$450.00; Hillyard/Sioux Falls, Supplies, \$351.98; Tim Hogan, Court Appt Attorney, \$5,053.05; Hungerford Chiropractic Pc, Instant Drug Testing, \$8.00; Huron Regional Medical Center, Care of Poor Medical, \$873.49; I State Truck Center, Belt Tensioner, \$594.53; INA Group Llc, Tax Certificates, \$42,165.32; Indeed Inc, Job Postings, \$358.32; Interstate Telecom. Coop, 4H, BCOAC Phone Service, \$368.07; J&T's Exhaust World, Exhaust Clamps, \$24.00; Katterhagen, Mark, Inv MI Hearings, \$52.50; KCH Law, CAA Inv MI Hearing, \$251.61; Kibble Equipment LLC, Hoses, Antenna, Oil, Filter, \$248.24; Kingbrook Rural Water, Water Utilities, \$37.10; L&L Auto & Truck Parts, Vehicle & Shop Supplies, \$1,955.21; Lcal Equipment, Chain, \$3,674.44; Lewis & Clark Behavioral, Behavioral MI Intake, \$660.00; Lewno, Lucy, Inv MI Hearings, \$408.00; LG Everist, Inc, Icing Sand, \$1,469.40; Light & Siren, Beacon, Lights, \$1,858.99; Lincoln County Auditor, MI Hearings, \$661.52; Darcy Lockwood, Inv MI Hearing, \$22.50; Lowe's, Supplies, \$231.98; Macksteel, V Plow Skids, \$921.65; Mailfinance, Postage Machine Lease, \$1,556.07; Marco, 5 Yr License-Barracuda Essential, \$2,641.21; Martin's Inc, Oil, Diesel, \$22,077.03; Master Blaster Inc, Hose Clamp, \$19.88; Matheson Tri-Gas Inc, Electrode Holder, Oxygen, \$100.08; Donald McCarty, Court Appt Attorney, \$1,469.27; McKeever's Vending, Inmate Commissary, \$672.32; Mediacom LLC, Law Library Internet-Feb, \$116.90; Midwest Glass, Windshield Repair, \$597.02; Mr. V's Professional Body, Patrol Vehicle Windsheild, \$386.82; NACE, NACE Annual Mtg Conference, \$645.00; National 4-H Council - Supply, Promotional Items, \$108.95; National Assn of County Planners, Membership Dues, \$80.00; Nancy J Nelson, Court Appt Attorney, \$2,624.85; Newegg Business Inc, IT Supplies, \$3,489.48; North Dakota Public Service, 2019 ND/SD

Pipeline Safety Conference, \$50.00; Northwestern Energy, Natural Gas Service, \$3,320.83; Office Peeps Inc, Office Supplies, \$5,307.38; One Source, Background Checks, \$149.00; Prairie Graphics, Supplies, \$276.33; Qualified Presort Service, Mail Service, \$759.87; Razors Edge Grounds Keeping, January Snow Removal, Ice Melt, \$5,840.00; RC First Aid, Jail Medical Supplies, \$72.00; RDO Equipment Co, JD Loader Repairs, \$987.04; Rehfuss, Cathy, Inv MI Hearing, \$30.00; RFD Newspapers Inc, Publishing, \$836.21; Rick Ribstein, Court Appt Attorney, \$535.18; Running's Supply Inc, Shop Supplies, \$680.49; Ryde Investment Group LLC, Tax Certificates, \$5,562.92; Terry Schwenk, Care of Poor Rent, \$300.00; SD Attorney General's Office, 24/7, SCRAM Monitoring, \$2,907.00; SD Attorney General's Office, 24/7 Participation Fee, \$159.00; SD Dept of Revenue, Interest - Late Sales Tax, \$34.23; SDACC, Workshop Registration, \$550.00; SDACO, ROD Relief Fund January, \$658.00; Sioux Valley Energy, Electric Utilities, \$377.00; Snap-On Tools, Air Impact Tool, \$1,105.90; Southpaw Defense, CCW Class, \$360.00; Sturdevant's Auto Parts, Shop Supplies, \$144.93; Anthony Teesdale, Court Appt Attorney, \$855.42; Thomson Reuters - West, West Info Charges, \$1,072.38; Town of Sinai, Garbage & Sewer Service, \$64.00; Transource, Repair, Switch, \$3,605.54; Tri-Technical Systems, Point of Sale System, \$2,185.00; Two Way Solutions Inc, Quarterly Maint Contract, \$390.00; UPS Store, Youth Pass Cards, Shipping, \$84.21; Verizon Wireless, Deputy Tablets, \$320.08; Walmart Community, Supplies, \$187.59; Wellmark Blue Cross Blue, Annual Claims Processing Fee, \$1,128.60; Wheelco Truck & Trailer, Supplies, Parts, \$876.73; Terry D Wieczorek Pc, Court Appt Attorney, \$1,330.12; Kristin A Woodall, Transcripts, \$37.60; Yankton County Treasurer, MI Charges, \$118.75; SD Dept of Revenue, February Remittance, \$487,516.35.

### *Department Head Reports*

Highway Superintendent Brian Gustad said his department has been very busy removing snow. Gustad said opening of bids for the annual supplies and materials will be March 5, 2019.

Gustad said he will be attending the Annual Asphalt Conference on February 27<sup>th</sup>-28<sup>th</sup> in Pierre.

Register of Deeds Beverly Chapman presented the department's 2018 Annual Report.

BCOAC Director Kristin Heismeyer said Safe N Secure was out to install three additional radio frequency identification readers. She said LED lights were installed in the archery range.

Heismeyer said they've had twenty new archery range members.

County Development Director Robert Hill said the Big Sioux River/Medary Township area will be held February 23<sup>rd</sup> at the BCOAC. Hill said he attended Pipeline Safety Training on February 6<sup>th</sup>; attended Youth in Government Day; testified on HB1226 in Pierre; and attended the PPCC/POD Meeting on February 14<sup>th</sup>.

Hill discussed upcoming dates.

Weed & Pest Supervisor Misty Moser said the Weed Board met to discuss spring and fall runs. Currently, Moser said townships pay for the first run but not the second run. Moser said the county was paid \$6,420.54 for the first run, but paid out \$11,098.94 for the second run. Moser said they need to at least break even so they are looking at charging townships for both spring and fall runs.

Moser said they are looking at purchasing Graslan L. She hopes to have all the townships back on board and have a better control on weeds with the new chemical.

Krogman asked if there was discussion on a rate increase. Moser said as of right now, no. Jensen said with the new chemical there might not be a need for a second run. Pierce asked what the new chemical's effect will be on the pollinators. Moser said they would only spot spray and only spray noxious weeds.

Bartley asked Moser if she would pass along her report to the Commission Department for the board to look at.

Moser said the Towns & Townships Annual Meeting will be March 7<sup>th</sup> at 10:00 a.m. at the Brookings County Outdoor Adventure Center.

Finance Officer Vicki Buseth said the CPI is 2.4%. Buseth said they received the bank franchise tax, which was distributed through apportioning. She said the county received \$35,624.00.

### **SCHEDULED AGENDA ITEM**

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Bartley to sign Resolution #19-05: a resolution to consent to a lease and assignment thereof in connection with an economic development bond previously issued by the county to finance improvements to facilities owned by United Retirement Center.

Kaleb Hight with United Living Center was present for the discussion.

States Attorney Dan Nelson said this bond will not affect the jail bond. He said this bond is owned separately by the bank. He said ULC will be responsible for paying this.

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

### **RESOLUTION #19-05**

#### **A RESOLUTION TO CONSENT TO A LEASE AND ASSIGNMENT THEREOF IN CONNECTION WITH AN ECONOMIC DEVELOPMENT BOND PREVIOUSLY ISSUED BY THE COUNTY TO FINANCE IMPROVEMENTS TO FACILITIES OWNED BY UNITED RETIREMENT CENTER**

WHEREAS, pursuant to Resolution #11-05, Brookings County, South Dakota (the "County") on July 15, 2011, issued a \$6,622,000 Economic Development Revenue Bond, Series 2011 (the "Bond") and loaned the proceeds thereof to United Retirement Center d/b/a United Living Center, South Dakota (the "Borrower") for the purpose of expanding and improving the Borrower's facilities; and

WHEREAS, the Bond was purchased by Home Federal Bank, which subsequently merged with and into Great Western Bank (the "Bank"); and

WHEREAS, on December 3, 2014, the Borrower, as Landlord, executed a Lease Agreement (the "Lease") with Children's Museum of South Dakota (the "Museum"), a South Dakota nonprofit corporation exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), as tenant, to allow the Museum to assume operation of the daycare and child learning center located in a portion of the Borrower's facilities;

WHEREAS, the Museum wishes to assign its rights under the Lease to The Early Learning Center of Brookings (the "Early Learning Center"), a South Dakota nonprofit corporation exempt under Section 501(c)(3) of the Code; and

WHEREAS, under Section 13.1 of the Loan and Security Agreement dated July 15, 2011 (the “Loan Agreement”) between the County, the Borrower, and the Bank, it is necessary for the Borrower to obtain the consent of the County and the Bank for the Borrower to lease any portion of its facilities; and

WHEREAS, the Borrower has secured an opinion of Bond Counsel acceptable to the parties stating that the Lease and assignment thereof to the Early Learning Center will not adversely affect the tax-exempt status of the Bond,

NOW, THEREFORE, IT IS HEREBY RESOLVED that Brookings County Commission consents to the Lease and Assignment of Lease as set forth in *Exhibits A and B*, respectively, attached hereto.

Dated this 19<sup>th</sup> day of February, 2019.

Michael Bartley  
Chairman  
Brookings County Commission

ATTEST:

Vicki Buseth  
County Finance Officer  
Brookings County, South Dakota

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement # 19-08: a consent to lease and assignment.

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

*Department Head Reports Continued*

Finance Officer Vicki Buseth continued with her report.

***Finance Officer’s Report***

Finance Officer Vicki Buseth presented the Finance Officer’s Report for January 2018.

*January 2018*

Total amount of deposits in bank.....	\$24,475,542.72
Total amount of actual cash: Currency.....	\$4,095.00
Coins.....	\$1.09
Total amount of checks/drafts in Treasurer’s possession not exceeding 3 days...	\$167,781.25
Itemized list of all other items.....	\$37,610.67
TOTAL.....	\$24,685,030.73

Commission/HR: \$17,806.51; Technology: \$6,672.94; Finance Office: \$20,029.45; States Attorney: \$27,582.19; Equalization: \$24,518.30; Register of Deeds: \$6,826.95; Veterans/Welfare: \$6,181.83; Sheriff’s Office: \$94,825.92; Coroner: \$426.22; Community Health: \$3,314.72;

Extension: \$2,321.51; Weed: \$2,398.10; Planning/Zoning: \$5,608.59; Highway: \$55,490.72; Emergency Management: \$3,876.16; BCOAC: \$6,169.54.

AFLAC: \$3,144.18; Avesis: \$1,348.05; Office of Child Support: \$1,163.50; Delta Dental: \$5,424.92; Flex One: \$1,459.92; Principal Life Insurance: \$1,836.76; Local Teamsters: \$980.00; SDRS: \$44,521.18; SDRS Supplemental: \$1,757.50; EFTPS: \$92,560.29; Wellmark: \$104,034.59; SDRS Special Pay Plan Fee: \$45.00; SDRS Special Pay Plan: \$5,886.24; AFLAC Group/CAIC Primary: \$316.30.

Be it noted, the expenditure adjustments for the month of January 2019 were presented to the board. \$6,790.12 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of January 2019 in the amount of \$37,629.00 was presented to the board.

Motion by Krogman, seconded by Jensen to approve the following transfers as per budget appropriations for the first quarter of 2019:

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

From General Fund 101-4-911-4290 to Emergency Management fund 226-3-371-0000 in the amount of \$21,250.00.

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

## **REGULAR BUSINESS**

Motion by Krogman, seconded by Boersma to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #19-06: a plat of Lots 1 and 2 of Davis Farms Addition in the SE ¼ of Section 1-T110N-R50W of the 5<sup>th</sup> P.M., Brookings County, South Dakota.

County Development Director Robert Hill said Lot 1 is a 14.79 acre existing farmstead building site, Lot 2 is 5.00 acres, from of the 160 acre parcel they own. Krogman asked why it's being separated out. Hill said for financial purposes. Krogman said they could still build the house off of Lot 1 without platting Lot 2. Hill said the bank will not finance 145 acres for this young family, but they will for 5 acres.

Roll call vote: Jensen "aye," Pierce "abstain," Boersma "aye," Krogman "no," Bartley "aye." Motion carried.

Motion by Jensen, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #19-07: a plat of Lot 1 Evenson Addition in the S ½ of Section 20, T109N, R52W of the 5<sup>th</sup> P.M., Brookings County, South Dakota.

Background information was provided by County Development Director Robert Hill.

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

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Resolution #19-08: a resolution authorizing the purchase of corrugated metal pipe, bridge

materials and grader blades based upon the price established through the County of Beadle, South Dakota, bid process.

Background information was provided by Highway Superintendent Brian Gustad.

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

#### RESOLUTION #19-08

#### A RESOLUTION AUTHORIZING THE PURCHASE OF CORRUGATED METAL PIPE, BRIDGE MATERIALS AND GRADER BLADES BASED UPON THE PRICE ESTABLISHED THROUGH THE COUNTY OF BEADLE, SOUTH DAKOTA, BID PROCESS

WHEREAS, the Brookings County Highway Department will need new materials including corrugated metal pipe, bridge materials, and grader blades in 2019;

WHEREAS, the COUNTY OF BEADLE, has recently gone through a competitive bidding process for corrugated metal pipe, bridge material, and grader blades, such bidding process culminating in the bids being opened on January 8, 2019;

WHEREAS, TRUENORTH STEEL COMPANY, was the lowest responsible bidder under such COUNTY OF BEADLE, SOUTH DAKOTA, bid process and TRUENORTH STEEL COMPANY is willing to sell corrugated metal pipe, bridge materials, and grader blades to BROOKINGS COUNTY under the same terms and options as available to the COUNTY OF BEADLE, 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 materials 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 purchase on an as needed basis corrugated metal pipe, bridge materials, and grader blades from TRUENORTH STEEL COMPANY based upon the bid prices, or less, as established through the competitive bidding process of the COUNTY OF BEADLE, SOUTH DAKOTA. A copy of the County of Beadle, South Dakota, bid specifications and prices are available in Brookings County Finance Office.

Adopted this 19<sup>th</sup> day of February, 2019

Michael Bartley  
Chairperson, Brookings County  
Board of County Commissioners

Vicki Buseth  
Brookings County Finance Officer

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Resolution #19-09: a letter of contract between Brookings County and Banner Associates, Inc. for construction administration services of overlay projects.

Background information was provided by Highway Superintendent Brian Gustad.

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

## RESOLUTION #19-09

### A LETTER OF CONTRACT BETWEEN BROOKINGS COUNTY AND BANNER ASSOCIATES, INC. FOR CONSTRUCTION ADMINISTRATION SERVICES OF OVERLAY PROJECTS.

#### CA Scope of Services:

1. Banner Associates employs five engineers certified for Asphalt Concrete (AC) Roadway Inspection by the South Dakota Department of Transportation (SDDOT) ranging in experience from professional engineer (PE) to engineer-in-training (EIT).
2. Scope of Services will be as follows:
  - Attend Pre-Construction meeting;
  - Request traffic control schedule and plan from Contractor;
  - Request haul route plan proposed by Contractor for Owner/Engineer approval;
  - Observe traffic control operations and provide feedback to the Contractor and Owner if Banner feels traffic control is inadequate per MUTCD;
  - Field Verification of Asphalt Track application at the appropriate rate;
  - Provide a full time on-site observation of asphalt paving operations;
  - Field observation of Contractor QC density testing for compliance to Brookings County specifications;
  - Coordinate Brookings County QA density testing;
  - Advise Brookings County on payment deducts for deficiencies discovered testing asphalt densities per Brookings County specifications, and;
  - Verify plan quantities for Contractor furnished payment requests.

#### Exclusions:

Based on our understanding of the project, the following items are excluded from our Scope of Services:

- Solicit Brookings County QA asphalt testing firm;
- Construction means and methods - Contractor responsibility only;
- On-site Engineer does not have the authority to stop Work.

#### Client Obligations:

- Schedule Pre-Construction Meeting;
- Provide Engineer with Notice to Proceed.

#### Construction Administration Services Compensation:

Banner is conservatively estimating 14 days at 10-hour/days (140 hours) for the project. We are proposing to complete the above describe CA Services for the hourly (not to exceed) amount including reimbursable expenses of \$19,100 plus applicable taxes. Any work that falls outside this scope will be billed separately based on our hourly rates in accordance with the attached fee schedule.

This Letter of Contract incorporates and includes Banner's Schedule of Labor Rates and Expenses and General Conditions.

#### ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this 19<sup>th</sup> day of February, 2019



Client: Brookings County  
By: Michael Bartley  
Title: Commission Chairperson

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-10: 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 Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-11: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Oslo Township.

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

Motion by Pierce, seconded by Krogman to declare a 2015 Ram pickup as surplus property to be declared a total loss due to an accident. Background information was provided by Sheriff Martin Stanwick.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to declare several guns from the BCOAC as surplus property to be traded in. Background information was provided by BCOAC Director Kristin Heismeyer.

All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen discussed the Spring Workshop with the board.

Steffensen said the 10-County Meeting will be held March 20<sup>th</sup> at 12:00 p.m. in Bryant, SD. Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson introduced Office Coordinator Mandi Cramer and Legal Office Assistant Lisa Radtke to the board.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce participated in a weekly Public Affairs call-in meeting; attended the District 4 & 7 Forum; attended the Optimist Youth in Government Breakfast; attended a debriefing on the 20<sup>th</sup> Street Overpass project; attended the JJA Committee meeting; attended another weekly Public Affairs call-in meeting.

Commissioner Boersma attended the District 4 & 7 Forum and attended the Optimist Youth in Government Breakfast.

Commissioner Krogman attended a Communities of Excellence meeting; attended the Optimist Youth in Government Breakfast; attended and discussed BATA's public meeting.

Commissioner Jensen attended the Conservation District meeting; attended the Optimist Youth in Government Breakfast; and attended the Weed Board meeting.

Commissioner Bartley attended the South Dakota Pipeline meeting; moderated the District 4 & 7 Forum; attended the Optimist Youth in Government Breakfast; attended the Leader Round Table; attended the JJA Committee meeting; attended the PPCC/POD Meeting; attended Kathy Hanson's Retirement Party.

**ADJOURNMENT**

Motion by Boersma, seconded by Krogman to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, March 12, 2019 at 8:30 a.m.

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Jenna Byrd  
Finance Assistant II  
Brookings County

Published once at the approximate cost of\_\_\_\_\_.