

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, MARCH 20, 2018**

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 20, 2018 with the following members present: Lee Ann Pierce, Mike Bartley, Stephne Miller, Ryan Krogman and Larry Jensen.

### **CALL TO ORDER**

Chairperson Pierce called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Krogman, seconded by Bartley to approve the agenda for the March 20, 2018 Commission Meeting. Motion carried.

### **CONSENT AGENDA**

Motion by Jensen, seconded by Krogman to approve the consent agenda. Roll call vote: Jensen "aye," Miller "aye," Krogman "aye," Bartley "aye," Pierce "aye." Motion carried. The consent agenda consisted of the minutes from the March 13<sup>th</sup> Commission Meeting.

Travel Requests: Sonia Mack to attend a Spring Meeting & Professional Development on March 20<sup>th</sup>-22<sup>nd</sup> in Sioux Falls; Sonia Mack to attend Spring Training for the SDSU 4-H Team on April 2<sup>nd</sup> in Sioux Falls; Sonia Mack to attend 4-H Camp at Lake Poinsett Methodist Camp on June 11<sup>th</sup>-13<sup>th</sup> at Lake Poinsett; Michael Holzhauser to attend the NACVSO Training on March 23<sup>rd</sup> in Pierre; 2 Correctional Officers to attend Crisis Intervention Team Training for Mental Health on March 26<sup>th</sup>-30<sup>th</sup> in Sioux Falls; Michael Holzhauser to get a new VA ID card for computer system on April 6<sup>th</sup> in Sioux Falls; Laura Littlecott to attend the Avera EAP Advisory Board Luncheon on April 23<sup>rd</sup> in Sioux Falls; Larry Jensen, Robert Hill, Stacy Steffensen, & Michael Holzhauser to attend the NACo National Convention on July 12<sup>th</sup>-17<sup>th</sup> in Nashville, TN.

Human Services Report: case #18-032 for Brookings Utilities was approved; case #18-033 for Brookings Utilities was approved; case #18-034 for rent was approved; case #18-035 for Brookings Utilities was approved.

### **ROUTINE BUSINESS**

#### *Approval of Claims*

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

A&B Business Inc, Copier Contract, \$725.40; Allegra Print & Imaging, Map Binding, \$8.00; Alphamedia USA LLC, Advertising, \$595.00; Anderson Oil, 50/50 Diesel White Shop, \$1,459.60; Avera Occupational Medicine, Drug Tests, \$116.00; Banner Associates, Engineering Services, \$2,994.00; Brock White Company, Plexi Melt, \$23,940.00; Brookings Auto Mall Inc, Maintenance, \$126.03; Brookings City Utilities, COP Utilities, \$226.37; Brookings County Finance, Tax Certificate, \$50.00; Brookings Health System, Feb Blood Alcohol Testing, \$6,385.75; Brookings Register, Call for Bids, \$22.64; Brookings-Deuel RWS, Bruce Shop Utilities, \$16.00; Brothers Pharmacy, Inmate Medical, \$2,968.89; Buhls of Brookings Cleaner, Rugs, Mops, \$50.80; Butler Machinery Co, Repairs, Bottles, \$7,356.01; Carquest Auto, Headlight, Washer Fluid, \$150.10; Central Business Supply, Furniture, Office Supplies, \$1,849.03; Century Business Products, Copier Contract, \$702.93; City of Brookings, Joint Bldg Costs, \$9,039.32; Cook's Wastepaper & Recycling, Commercial Service, \$400.78; Corbel Solutions, LLC, Gen 10 Servers, \$27,933.71; Courtesy Plumbing Inc, Jail Repairs, \$119.93; Dakota Data Shred, Pickup, \$115.12; Department of Motor Vehicles, Title, Plate, Mailing Sheriff, \$42.40; Dupraz, Andy, Extension Brd Mileage, \$7.56; Einspahr Auto Plaza, Oil Changes, \$130.32; F&P Properties Management, COP Rent, \$600.00; Fastenal Company, Shop Supplies, \$56.94; Fedex, Evidence Return from State, \$13.60; Fergen's Clothing & Shoes, Patches, Repairs, \$82.00; Foerster Office & Supply, Jail Supplies, \$382.90; Ford, Deb, Extension Brd Mileage, \$20.16; Gass Law, Pc, Court Appt Attorney, \$1,509.94; Hill, Robert, Per Diem NACO Legislative Trip, \$1,536.94; Tim Hogan, Court Appt Attorney, \$378.73; Hungerford Chiropractic Pc, Instant Drug Testing, \$90.00; Katterhagen, Mark, Inv Mental Illness Hearing, \$15.00; L&L Auto & Truck Parts, Vehicle/Shop Supplies, \$363.67; Lewis & Clark Behavioral Health, BMI Intakes, \$480.00; Lewno, Lucy, Inv Mental Illness Hearing, \$166.47; Lincoln County Auditor, Mental Illness Costs, \$171.75; Darcy Lockwood, Inv Mental Illness Hearing, \$15.00; Lowe's, Shop Supplies, Tools, Blinds, \$1,560.00; Reed T Mahlke, Court Appt Attorney, \$385.40; Martin's Inc, Dyed Diesel-Bruce Shop, \$1,090.19; Donald McCarty, Court Appt Attorney, \$935.30; McKeever's Vending, Inmate Commissary, \$791.88; Motorola Solutions Inc, Apx 8000 Portable Radio System, \$5,458.02; Netwrix Corporation, Netwrix Auditor, \$2,995.00; Northwestern Energy, Natural Gas Utilities, \$3,215.24; Ogletree Deakins, Employment Seminar Registration, \$1,395.00; One Office Solution, Copy Paper, \$279.90; One Source, Background Checks, \$506.75; Pharmchem Inc, Sweat Patch Analysis, \$228.40; Pheasantland Industries, Shirts, \$1,160.06; Jennifer Pickard, Extension Brd Mileage, \$12.60; Qualified Presort Service, Postage Service, \$11.55; Reliance Telephone, Inmate Phone Cards, \$2,000.00; Ryde Investment Group Llc, Tax Certificate, \$1,576.18; Satellite Tracking of People, GPS Tracking, \$611.00; The Schneider Corporation, Quarterly Billing, \$2,565.00; SD CLE Inc, Jury Instructions Renewal, \$200.00; SD Federal Prop. Agency, Tools, \$29.00; SDSU Workstudy, Work Study, \$106.18; SHI International Corp, Exchange Server Standard, \$5,090.41; Sinai Coop Elevator, Dyed Diesel - Sinai Shop, \$1,242.50; Sioux Valley Cleaners Inc, WIC Janitorial - February, \$442.00; Sturdevant's Auto Parts, Shop Supplies, \$119.07; Anthony Teesdale, Court Appt Attorney, \$738.66; Thomson Reuters - West, West Info Charges, \$572.36; Town of Sinai, Utilities, \$64.00; Steven Ust, Building Inspections, \$400.00; Verizon Wireless, Mobile Data, \$280.07; Alexander R Voisin, Inv Mental Illness Hearing, \$226.82; Wallaroo Properties, Tax Certificate, \$3,334.60; Wheelco Truck & Trailer, Air Filters, \$247.30; Terry D Wiczorek Pc, Court Appt Attorney, \$512.14; Wilkinson & Schumacher Law, Court Appt Attorney, \$1,177.65; Yankton County Sheriff, Service of Process, \$50.00.

#### *Department Head Reports*

Highway Lead Foreman Jeff Anderson said they are busy crack sealing in between snow falls. Anderson said some of the culverts are plugged due to the thaw and freeze cycles so they are doing what they can to get those open.

Anderson said load limit signs will go up Monday, March 26<sup>th</sup>.

Sheriff Marty Stanwick said the 2018 Pub Crawl was similar to ones in the past; it kept the jail busy, but a lot of people were brought in and released.

Stanwick said there are 20 inmates in jail with four current out-of-state warrants.

Stanwick said a Deputy Sheriff slid into Highway 14 and side-swiped a semi. He said the vehicle was totaled and they will get a check for \$7,000. Stanwick said he would like to equip his new deputy's vehicle with mobile data and other equipment, which will cost around \$4,200 and asked for the board's approval to move forward with that. By consensus, the board gave their approval to allow Stanwick to purchase the necessary equipment with the money he will get back from insurance.

Stanwick said they had their first open meeting with the Jail Expansion Committee. He encouraged all commissioners to attend those meetings.

Stanwick discussed putting flashing lights on the four-way stop signs at the intersection of 32<sup>nd</sup> Street South and 22<sup>nd</sup> Avenue South. He said the city does not have the money in their budget for their portion this year, but wondered what the board wanted to do. By consensus, the board agreed to purchase all four flashing lights for the stop signs and will ask the city for reimbursement for two of the stop signs. Deputy States Attorney Steve Britzman said he will prepare a Memorandum of Understanding for the board to take action on.

***Finance Officer's Report***

Finance Officer Vicki Buseth presented the Finance Officer's Report for February 2018.

***February 2018***

Total amount of deposits in bank.....	\$20,640,772.36
Total amount of actual cash: Currency.....	\$8,178.00
Coins.....	\$2.73
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...	\$71,423.42
Itemized list of all other items.....	\$21,202.73
TOTAL.....	\$20,741,579.24

Commissioner/HR: \$17,216.92; Technology: \$5,828.63; Finance Office: \$19,602.01; States Attorney: \$30,562.72; Equalization: \$18,349.04; Register of Deeds: \$8,352.21; Veterans/Welfare: \$6,448.62; Sheriff's Office: \$88,177.43; Coroner: \$426.22; Community Health: \$3,400.87; Extension: \$2,285.54; Weed: \$2,326.23; Planning/Zoning: \$5,455.36; Highway: \$48,211.92; Emergency Management: \$3,820.24; BCOAC: \$5,543.98.

AFLAC: \$3,161.96; Avesis: \$1,322.65; Office of Child Support: \$970.00; Delta Dental: \$5,406.80; Flex One: \$2,080.08; Principal Life Insurance: \$1,865.05; Local Teamsters: \$1,228.00; SDRS: \$43,707.34; SDRS Supplemental: \$2,409.00; EFTPS: \$84,226.69; Wellmark: \$101,675.20; AFLAC Group/CAIC Primary: \$324.86.

Be it noted, the expenditure adjustments for the month of February 2018 were presented to the board. \$7,408.92 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 2018 in the amount of \$17,668.00 was presented to the board.

Be it noted, the Investment Policy Monies and Transfers was presented to the board.

Finance Officer Vicki Buseth said the 2018 Annual Report is in the packet for the board's review. She said Finance Office consultant Brenda Colombe will be here in April to go over the entire report.

Buseth said the County Surplus Property Auction for the properties in Bruce & White will be Wednesday, March 28<sup>th</sup> starting at 10:30 a.m.

Buseth said Sheriff Marty Stanwick offered to put the kiosk, which prints vehicle registrations, in the entry way of his department. She said the state still needs to approve the location.

Veterans & Human Services Director Michael Holzhauser said the low income energy assistance program will end March 31<sup>st</sup>. Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

County Development Director Robert Hill said the County Planning & Zoning Meeting is Thursday, March 22<sup>nd</sup> at 7:00 p.m.

Hill said he received a request from a wind developer in Grant County asking for a letter of support for a wind development project they are working on. He said he would be more inclined to write the letter if it was contiguous to our county, but it is not.

Hill discussed upcoming dates with the board.

Commissioner Jensen asked for an update on the radio tower north of White. Hill said they are going to put one north of Bruce, and they are going to contact the landowner north of White to see if they can put a smaller tower up.

Hill discussed the letter he received from the Wildland Fire Division.

## **REGULAR BUSINESS**

Motion by Miller, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-36: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

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

Motion by Miller, seconded by Bartley to appoint Chris White as a Limited Deputy State's Attorney for Brookings County, South Dakota. Background information was provided by Deputy State's Attorney Steve Britzman.

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

Motion by Miller, seconded by Bartley to approve a funding request of \$1,500 made by the Uncle Sam Jam. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Jensen, seconded by Miller to approve the low bid to Forterra Pipe and Precast for precast concrete bridge slab materials. Background information was provided by Highway Lead Foreman Jeff Anderson.

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

Motion by Krogman, seconded by Bartley to declare a 2008 GMC Envoy as surplus property for salvage. Background information was provided by Sheriff Marty Stanwick.

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

Motion by Miller, seconded by Krogman to surplus historical highway surveying equipment to donate to the Brookings County Historical Museum. Background information was provided by Commission Department Director Stacy Steffensen.

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

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

Commission Department Director Stacy Steffensen said the topics she would like to discuss are the administrative leave policy, weapons policy, and smoking policy.

Steffensen asked the board what they would like to do about Good Friday, the day after Thanksgiving, and Christmas Eve. She said she would like to come up with a policy for what the county does regardless of what the state does for those holidays. Pierce said the first thing the board needs to decide is whether or not the board makes those three days mandatory or discretionary. Miller said she wants to give employees the afternoon off for Good Friday, the day after Thanksgiving off, and at least a half day off for Christmas Eve. Bartley suggested the county commission establishes what days they will give as administrative leave at the first or second meeting every January so everyone knows for the year. Pierce said she likes that idea. Bartley said the other thing to consider is the operation of the building with the city’s leave time. He said it is confusing for the public when one side of the building is closed and the other side is open. Miller said she feels like this is the board’s gift to the employees; she said we have good employees. Krogman said he has a problem with the fact that all other entities stay open and work. Krogman said administrative leave should be a year by year decision. Jensen said the union needs to be involved with the changes being made, but agrees with Bartley’s idea.

Steffensen discussed the weapons policy of the handbook. She said Deputy State’s Attorney Steve Bitzman developed some potential language with the weapons policy that incorporates both law enforcement and the Brookings County Outdoor Adventure Center. Steffensen said the current verbiage doesn’t address law enforcement or the BCOAC. Pierce said the language may prohibit ceremonial activities that could possibly happen on the courthouse lawn. She asked if that could be added into the policy. Bitzman said he could add verbiage that speaks to ceremonies. Krogman

asked if there's ever been an issue with it. He said he doesn't know that we need to create a policy for something that has never been an issue before.

Motion by Krogman, seconded by Bartley to add non-ceremonial replica to the weapons definition. Motion carried.

Steffensen discussed the smoking policy for Brookings County employees. Currently, the policy speaks solely to cigarette smoking and not smokeless, vaping, etc. Krogman said he thinks vaping should be included in the policy because of the second hand smoke, but not smokeless tobacco. Bartley asked if vaping is a recognized hazard. Miller said it is a health hazard, and when the county offers health insurance to all employees it needs to be included. Steffensen said she will create verbiage and come back with suggestions for the board.

The board discussed the Brookings County Strategic Plan.

The board discussed approving changes to the Non-Mandated Funding Application.

Commission Department Director Stacy Steffensen said with this application, they ask for the audited financial statements. She said the non-mandated funding book can become quite lengthy when they ask for those statements. She asked if the board still wants to see the full audited financial statements for each non-mandated applicant. Miller said the letter they receive from being audited should be sufficient. Krogman said he doesn't go through the financial statements so the letter would be fine. Bartley asked what that letter is called. Deputy States Attorney Steve Britzman said he believes it is called an Auditor's Opinion, and it will be clear in that report whether or not the audit was passed or not.

Steffensen said she will make that change.

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

Steffensen said the Chamber's Post-Legislative Luncheon is Monday, April 9<sup>th</sup> from 12:00 p.m. to 1:00 p.m. at the Swiftel Center.

Steffensen said they did not receive any applications for the Planning & Zoning Board opening. She said she recommends opening it up until April 10<sup>th</sup> and see if they get any applicants.

Steffensen said she spoke with SDPAA Director of Member Services Lynn Bren about the county's liability coverage. She said the county's liability coverage does not cover independent contractors or LLCs. Steffensen said it does cover them while they are in their capacity as a volunteer, but not while working as an independent contractor. Steffensen asked if they want to re-visit the two agreements they've approved with Dennis Hetrick and Southpaws, LLC. Krogman said he thought it was a given that independent contractors would have their own coverage. Pierce said if we don't provide insurance coverage for the instructors then that needs to be included in the agreement. Britzman said it is a complex issue and believes there needs to be more analysis and communication.

Steffensen said a request from the Domestic Abuse Shelter was made to have county employees participate in Denim Day on Wednesday, April 25<sup>th</sup>. She said they are suggesting that organizations allow their employees the option of wearing jeans on that day with a \$1.00 donation to the Brookings Domestic Abuse Shelter.

Steffensen discussed upcoming dates.

Deputy State's Attorney Steve said he is attending a Veterans Walk-In Clinic in Watertown.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Jensen attended & discussed the Archery Range Committee Meeting; attended the SDACC Spring Workshop; attended a meeting with GF&P Representatives at the BCOAC; and attended the Jail Expansion Committee Meeting. Jensen discussed the peeling veneer in the Finance Office and asked the Joint Powers Board to address it.

Commissioner Miller attended the SDACC Board of Director's Meeting; attended the SDACC Spring Workshop; and attended the Jail Expansion Committee Meeting.

Commissioner Krogman attended the Archery Range Committee Meeting; attended the SDACC Spring Workshop; attended a Growth Partnership Meeting; and attended a meeting with GF&P Representatives at the BCOAC.

Commissioner Bartley asked to have a written report or a monthly department head report from BCOAC Director Robert Contreras. Bartley attended & discussed the Chamber/BEDC Annual Meeting.

Commissioner Pierce attended the SDACC Spring Workshop and attended the Chamber/BEDC Annual Meeting.

## **ADJOURNMENT**

Motion by Krogman, seconded by Bartley to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, April 3, 2018 at 8:30 a.m.

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