

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, APRIL 7, 2020

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 7, 2020 with the following members present: Michael Bartley, Larry Jensen, Angela Boersma and Ryan Krogman. Lee Ann Pierce was present via telephone.

CALL TO ORDER

Chairperson Bartley called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Krogman to approve the agenda for the April 7, 2020 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Boersma, seconded by Jensen 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 March 24, 2020 Commission Meeting and the minutes from the March 25, 2020 Commission Meeting.

Travel Requests: Vicki Buseth, Jenna Byrd, Jennifer Beller, Lori Schultz, Peggy Steen, Susan Taylor, Kim Laabs, Shawn Plowman and Eric Mette to help election workers at the polls on June 2nd and November 3rd in Brookings County.

Personnel Action Notices: annual review- Desirae Hertling to \$18.70, effective February 1, 2020; annual review- Rusty Brandsrud to \$20.11, effective April 1, 2020; new hire- Full Time Truck Driver for Highway/Weed Department Jay Wulf at \$15.87, effective March 30, 2020; retirement- Dennis Miller, effective April 15, 2020; new hire- Full-time BCOAC Director Dustin Huber at \$59,271/year, effective April 20, 2020; new hire- Full-time HR Specialist Kristen Witchey at \$27.77, effective April 27, 2020.

Human Services Report: case #20-018 for rent was approved; case #20-021 for utilities was approved; case #20-022 for rent was approved; case #20-023 for rent was approved; case #20-024 for rent 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, \$318.01; Action Target, Targets, \$84.91; AMP Electric Construction, Add TV Outlets, Repair Switches, \$362.63; Anderson, Jeff, Boot Reimbursement, \$144.99; Anthony Teesdale, Crt Appt Attorney, \$2,033.85; AT&T Mobility, Mobile Service, \$607.32; Avera McKennan Hospital, Mental Health Holds, \$2,142.00; Avera Medical Group, Inmate Medical, \$106.84; Barnett, Rita, 1/2 Pmt Yearly Storage Rent, \$200.00; Bierschbach Equipment, Swivel Head, Oil Sepeartion Kit, \$344.96; Birmingham & Cwach Law Office, CAA Inv Mental Illness Hearing, \$296.10; Blackstrap Inc, Road Salt, \$2,349.51; Boarman Kroos Vogel Group, Detention Center Prof Services, \$21,499.68; Bobcat of Brookings, Harness for Crack Machine, \$67.80; Brock White Company, Road Saver, \$57,288.00; Brookings Area CTC, Jail CPR Cert Cards, \$40.00; Brookings Auto Mall Inc, Pipe, \$70.40; Brookings City Utilities, COP Utilities, \$140.56; Brookings County Finance, Advance Taxes, \$460.30; Brookings County Finance, Delinquent Taxes, \$3,125.31; Brookings County Finance, Delinquent Taxes, \$422.69; Brookings County Finance, Delinquent Taxes, \$1,332.98; Brookings Domestic Abuse, 2020 Budget Allocation, \$45,000.00; Brookings Health System, Inmate Medical, \$3,233.32; Brookings Register, 12mo Subscription, \$188.00; Buhls of Brookings Cleaners, Rug Rental, \$172.90; Century Business Products, Copier Contract, \$732.67; Century Link, Long Distance Service, \$139.26; Cintas Corporation, Laundry Services, \$212.10; City of Brookings, 2019 Build Grant:Cost Analysis, \$5,000.00; City of Brookings, Joint Building Expenditures, \$5,411.37; City of White, Shop Utilities, \$95.00; Clean Slate, Letterhead, \$165.00; Comfort Inn, Safety & Loss Conference, \$185.00; Complete Plumbing, Labor-Drains, \$76.53; Courtesy Plumbing Inc, Plumbing Parts, \$24.10; Cummins Sales & Service, Generator Contract, Service, \$3,276.99; Dakota Fluid Power Inc, Parts, \$234.67; Darcy Lockwood, Inv Mental Illness Hearing, \$6.00; Den-Wil Inc, April Comm Health Rent, \$960.00; Department of Health, Lab Testing, \$550.00; Department of Motor Vehicles, Exempt License Plates 2018, \$528.57; Donald McCarty, Crt Appt Attorney, \$6,661.70; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$113.73; Elenkiwich, Kimberly, Zoning Mtg Mileage, \$7.22; Empire Investments Llc, Tax Certificates, \$27,756.56; Executive Mgmt Finance Office, Tech Access Fee, \$53.00; Fite, Pierce & Ronning Law, Crt Appt Attorney, \$22,966.60; Fix It Shop Locksmith, Courthouse Keys, \$45.00; Foerster Distributing, Janitor Supplies, \$2,169.75; Gass Law, Pc, Crt Appt Attorney, \$2,063.95; Grainger, Gauge, \$50.50; Helpline Center Inc, 2020 National Volunteer Wk Ad, \$55.00; Hometown Service & Tire, Vehicle Maintenance, \$233.90; Hy-Vee Food Store, Jury Meals/Refreshments, \$53.44; I State Truck Center, Repair, \$251.53; Jackrabbit Sports Property, Advertising Package, \$1,000.00; Johnson Controls, Jail Fire Alarms, \$542.03; Jordyn Bangasser, Crt Appt Attorney, \$2,275.38; Katterhagen, Mark, Inv Mental Illness Hearing, \$6.00; Kimball Midwest, Shop Supplies, \$3,012.82; Kristin A Woodall, Grand Jury Transcripts, \$739.80; L. G. Everist, Inc, Icing Sand, Sand Bags, \$630.89; Lewno, Lucy, Inv Mental Illness Hearing, \$112.25; Lincoln County Auditor, Mental Illness Hearing Charges, \$899.75; Lincoln County Sheriff, Sheriff's Fees for Returns, \$85.00; Locators & Supplies, Traffic Cones, \$427.76; McKeever's Vending, Inmate Commisary, \$734.80; Medary Village, COP Rent, \$595.00; Midwest Fresh Catering, Annual Mtg Dinner, \$222.48; Midwest Glass, Fix Door at BCOAC, \$169.91; Mills Construction, Drywall Patches, \$537.83; Moriarty Rentals, COP Rent, \$595.00; Mr. V's Professional Body, Patrol Vehicle Rock Chip, \$50.00; Nancy J Nelson, Crt Appt Attorney, \$5,497.45; Northwestern Energy, Natural Gas Utilities, \$1,084.52; Office Peeps Inc, Office Supplies, \$1,133.05; Olson, Steve, Board Mtg Mileage, \$16.80; Outlaw Graphics, Security Signs, \$360.00; Patricia J Hartsel, Transcripts, \$10.20; Prochem Dynamics Llc, Supplies, \$3,217.69; Rick Ribstein, Crt Appt Attorney, \$3,760.10; Running's Supply Inc, Supplies, \$330.09; Schaffer Law Office, Professional Services, \$4,017.10; SD Attorney General's Office, 24/7, Scram, RBT Fees, \$3,368.00; SD

Newspaper Service, Job Postings, \$370.55; SDAAO, 2020 Mid-Yr School Registration, \$350.00; SDACES, 2020 Membership, \$60.00; Sioux Valley Cleaners Inc, March WIC Janitorial, \$460.00; Stan Houston Company, Parts, \$520.62; Statesmen Llc, COP Rent, \$600.00; Teree A Nesvold, Crt Appt Attorney, \$3,005.35; Terry Swenson, Abatement 20-13 Refund, \$360.25; Tim Hogan, Crt Appt Attorney, \$1,472.20; Travs Outfitter, Outer Vest Cover, \$265.00; Tritech Software Systems, Jail/SO Computer System Contract, \$16,244.01; Vandenberg Law, Crt Appt Attorney, \$751.75; Vander Haag's Inc, Work Lights, \$955.52; Verizon Wireless, Wireless Service, \$40.01; Walburg, Duane, Animal Control Mileage, \$38.22; Walmart Community, Shelf Liner, \$25.96; Water Works Llc, Service, \$99.80; Wellmark, Cobra Admin Service Fee, \$250.00; Wells Fargo, Wells Fargo CC Charges, \$1,397.19; April Cell Phones: Bartley, Michael, \$75.00; Eileen Aberle, \$45.00; Anderson, Jeffrey G, \$75.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Angela Boersma, \$75.00; Rusty Brandsrud, \$30.00; Brehmer, Jacob, \$105.00; Dave Bublitz, \$45.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Jeffrey Conrad, \$30.00; 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; Hieb, Jere, \$30.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Jensen, Larry, \$75.00; Justin Johnson, \$30.00; Benjamin Kleinjan, \$105.00; Larry Klingbile, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Mccrea, Don, \$15.00; Eric Mette, \$75.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Dan C Nelson, \$105.00; Paige Petersen, \$105.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Tara Rodriguez, \$60.00; Bryan Schreur, \$30.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Cody Sunderland, \$30.00; Sweebe, Bart, \$105.00; Witchey, Kristen, \$75.00.

Department Head Reports

Sheriff Marty Stanwick said he has two employees being self-quarantined. Stanwick said his nurse has been a god-send because she's been able to do everything in-house and not take anyone out of the facility.

Stanwick said calls for service numbers have been down.

Stanwick said a new Deputy Thomas Chester started this week. Stanwick said they've been doing a lot of tele-conferencing.

Finance Officer Vicki Buseth said they've been utilizing the drop box located on the west side of the City/County building. Buseth said they are doing a public service announcement for property taxes and the state will be doing a public service announcement for absentee voting. Buseth said absentee voting begins Friday, April 17th.

REGULAR BUSINESS

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign Resolution #20-13: a bridge inspection program resolution for use with SDDOT retainer contracts.

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

RESOLUTION #20-13
A BRIDGE INSPECTION PROGRAM RESOLUTION
FOR USE WITH SDDOT RETAINER CONTRACTS

WHEREAS, Title 23, Section 151, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, Brookings County is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The County requests SDDOT to hire Banner Associates Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the County for 20% of the cost. The County will be responsible for the required 20% matching funds.

Dated this 7th day of April, 2020, at Brookings, South Dakota

Board of County Commissioners
Of Brookings County

Michael Bartley
Chairman of the Board

ATTEST:

Vicki Buseth
County Auditor

Motion by Boersma, seconded by Krogman to transfer a 2015 Chevrolet Traverse from the Commission Department to the Sheriff's Office.

All members voted "aye." Motion carried.

Chairperson Bartley discussed the FY2018 Audit Report with the board. Bartley said there were no deficiencies noted. The board thanked Finance Officer Vicki Buseth for another successful audit.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen said she needs consensus from the board to advertise for a supplemental budget hearing. She said the County did not get the bill from the City for the new parking lot until March 27, 2020. Because this was a budgeted item in FY2019, Steffensen said a supplemental budget hearing is needed to move those budgeted dollars that rolled into fund balance back into the FY2020 budget to reimburse the City.

By consensus, the board gave approval to advertise for a supplemental budget hearing.

Steffensen said they've been going through the process of designating the Brookings County Outdoor Adventure Center as a Red Cross shelter. She said the last item needed are hookups for a generator. Pierce asked if anyone has spoken to County Development Director Robert Hill because there could be a grant for this. Steffensen said she would touch base with Hill.

Steffensen said they are now broadcasting directly to the You-Tube channel so the meetings are now live. Pierce said a member of the Public Affairs board asked about the possibility of sharing the meetings on Facebook.

Steffensen said the city has closed their facilities until May 6th, including the city/county building. She asked the board for their thoughts on that date. Krogman suggested that the board

make decisions sooner than a day before the building is supposed to open when deciding whether or not to open the doors on May 6th.

By consensus, the board approved closing the building to the public until May 6th.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended the Public Affairs Meeting telephonically.

Commissioner Boersma attended the ICAP Board Meeting.

Commissioner Krogman attended a Brookings Health Board Meeting.

Commissioner Jensen attended a Conservation District Meeting telephonically. Jensen said he spoke with a Township Supervisor regarding the culvert grant that they were awarded last year. He said the township was unable to complete the project. After speaking with Commission Department Director Stacy Steffensen and Highway Superintendent Brian Gustad, Jensen said it would be best for that township to re-apply for the culvert grant this year. Jensen said he hopes the board takes into consideration that the culvert was qualified, approved and awarded last year.

Commissioner Bartley attended several tele-conferences.

EXECUTIVE SESSION

Motion by Pierce, seconded by Boersma to enter into Executive Session at 9:07 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and consulting with legal counsel. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to come out of Executive Session at 10:41 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Boersma, seconded by Krogman to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, April 21, 2020. The Brookings County Board of Equalization will meet Tuesday, April 14, 2020 at 8:30 a.m.

It is the policy of Brookings County, South Dakota not to discriminate against the Handicapped of Employment or the Provision of Service. The County of Brooking is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Jenna Byrd
Finance Assistant II
Brookings County