

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, APRIL 17, 2018**

The Brookings County Board of County Commissioners met in regular session on Tuesday, April 17, 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 Bartley, seconded by Krogman to approve the agenda for the April 17, 2018 Commission Meeting. All members voted "aye." Motion carried.

### **CONSENT AGENDA**

Motion by Krogman, seconded by Bartley to approve the consent agenda. All members voted "aye." Motion carried. The consent agenda consisted of the minutes from the April 3, 2018 Commission Meeting and the minutes from the April 10, 2018 Brookings County Board of Equalization Meeting.

Travel Requests: Misty Moser to attend a Spring Mosquito Workshop and Mosquito Mister Calibration on April 26<sup>th</sup> in Mitchell, SD; Manny Langstraat to attend Domestic Violence Training on May 9<sup>th</sup> in Flandreau; Jon Pike & Jeremy Kriese to attend 2018 School Law/School Safety Conference/DARE In-Service on June 19<sup>th</sup>-21<sup>st</sup> in Pierre; Beverly Chapman, Vicki Buseth & Kristen Witchey to attend the SDACO Spring Workshop on May 15<sup>th</sup>-16<sup>th</sup> in Pierre; Peggy Steen & Susan Taylor to attend SDACO Deputy Spring Workshop on June 13<sup>th</sup> in Pierre.

Personnel Action Notices: voluntary resignation- Chris Stokes, effective April 12, 2018; voluntary resignation- Blake Lorenzen, effective February 23, 2018; routine step increase- Reid Squires to \$19.62, effective May 1, 2018; routine step increase- Craig Chapman to \$21.23, effective April 1, 2018; routine step increase- Michelle Delaney to \$19.75, effective May 1, 2018.

Human Services Report: case #18-025A for Brookings Municipal Utilities was approved; case #18-044 for rent was approved; case #18-045 for Brookings Municipal Utilities was approved; case #18-046 for Avera McKennan was approved; case #18-047 for Avera McKennan was approved; case #18-048 for Brookings Municipal Utilities was approved; case #18-049 for rent was approved; case #18-050 for Brookings Municipal Utilities was approved.

### **ROUTINE BUSINESS**

## Approval of Claims

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

A&B Business Inc, Copier Contract, \$887.16; AAA Collections, Inc, Collection, \$459.27; ADRDL SDSU Animal Disease, Rabies Testing, \$73.50; AgFirst Farmers Coop, LP Fill, \$24.42; Allied 100, Batteries & Pad Refills AED's, \$944.00; Alphamedia USA LLC, Radio Advertising, \$595.00; Anderson Oil, White Shop Diesel, \$2,528.40; Anderson, Jeffrey G, Reimburse Pmts G&H, Custom Trk, \$37.98; Aurora Auto Body & Glass Inc, Locksmith Service, \$75.00; Auto Body Specialists, Undercoat, \$24.00; Avera McKennan Hospital, Mental Health Holds, \$2,798.00; Axon Enterprise Inc, Camera Repair, \$150.00; Barnett, Rita, Half Pmt Yearly Storage Rent, \$200.00; Bierschbach Equipment, Suction Hose Assy Shop, \$160.96; Biteler, David, Ppct Inst Course Per Diem, \$101.00; Boarman Kroos Vogel Group, Detention Cntr Consultant, \$4,414.82; Brookings Area CTC, CPR 2yr Renewal, \$80.00; Brookings City Utilities, Utilities, Care of Poor, \$10,323.13; Brookings County Sheriff, Replenish Petty Cash, \$48.20; Brookings County Finance, Advance Taxes, \$1,945.38; Brookings Health System, ER Drug Testing, \$209.50; Brookings Register, Publications, Subscription, \$3,067.91; Brookings-Deuel RWS, Water at Bruce Shop, \$19.20; Brothers Pharmacy, Inmate Medical, \$1,280.61; Bruce Fire Dept, 1994 KME 1250/1000 Pumper, \$41,000.00; Buhls of Brookings Cleaner, Rugs, Mops, \$74.50; Carquest Auto, Headlight, \$28.48; Central Business Supply, Office Supplies, \$1,369.43; Century Business Products, Copier Contract, \$693.76; City of White, Shop Utilities, \$69.68; Compass Counseling & Assessment, Psychosexual Assessment, \$1,800.00; Cook's Wastepaper & Recycling, Garbage Service, \$769.91; Dale's Alignment, Straighten Wing, \$300.00; Dean Schaefer Court Reporting, Inv Mental Illness Crt Reporting, \$237.00; DeBeer Small Engine, Fuel Line, Plug, Filter, \$34.42; Fedex, Overnight Shipment, \$13.56; Fergen's Clothing & Shoes, Sew Patches on Uniforms, \$14.00; First Bank & Trust, Fuel, Training Fees, Postage, \$902.05; First District Association, 3rd Qtr Dues, \$10,723.28; Fite, Pierce & Ronning Law, Court Appt Attorney, \$7,017.20; Foerster Office & Supply, Supplies, \$564.45; G&K Services, Laundry Services, \$370.44; Gass Law, Pc, Court Appt Attorney, \$1,609.72; Jennifer Goldammer, Court Appt Attorney, \$1,183.20; Graybar Electric Co Inc, Lighting, \$511.20; Gross Construction Inc, Office Construction, \$2,378.87; Patricia J Hartsel, Transcripts, \$79.80; Dennis Hetrick, Enhance Carry Conceal Course, \$320.00; Hillyard/Sioux Falls, Maintenance Supplies, \$165.47; Tim Hogan, Court Appt Attorney, \$1,481.39; INA Group Llc, Tax Certificates, \$11,220.79; Indeed Inc, Job Postings, \$767.07; Inter-Lakes Community Action, 2nd Qtr Comm Service Worker, \$3,184.50; Rick Intermill, Culverts, \$4,483.23; Investigative Services Llc, Court Appt Private Investigator, \$1,500.00; J&T's Exhaust World, Elbow, \$50.00; Jimmy Johns #926, Jury Meals, \$107.04; Johnson Feed Inc, Road Salt, \$6,430.44; Kingbrook Rural Water, Water Utilities, \$33.00; Benjamin L. Kleinjan, Court Appt Attorney, \$2,218.40; L&L Auto & Truck Parts, Shop & Vehicle Supplies, \$2,454.15; Lewis & Clark Behavioral Health, BMI Intake, \$160.00; Matthew Bender & Co Inc, Lexis SD Court Rules 2018, \$50.00; L. G. Everist, Inc, Icing Sand, \$2,073.63; Light & Siren, Siren, Speaker, Light, \$678.00; Lincoln County Auditor, Mental Illness Brd Expenses, \$2,877.69; Lutheran Social Services, Youth Center, \$4,093.76; Mack, Sonia, Travel Reimbursement, \$426.94; Macksteel, Steel, \$1,368.05; Reed T Mahlke, Court Appt Attorney, \$681.50; Martin's Inc, Oil, Gas Diesel, \$35,769.44; Matheson Tri-Gas Inc, Air Exchange System, \$14,620.32; McKeever's Vending, Inmate Commissary, \$738.82; Mediacom Llc, Law Library Internet, \$115.90; Midamerica Business System, Lektriever Switch, Repair, \$1,155.03; Miller, Stephne, Mileage- First District Mileage, \$48.72; National 4-H Council - Supply, 4H Totes, \$102.70; Nancy J Nelson, Mental Health Board, \$159.80; Nancy J Nelson, Court Appt Attorney, \$3,059.70; Newegg Business Inc, Adobe, Desk, Flash Drives, TV, \$2,617.84; Northern Truck Equipment, Dump Body,

Hoist, Snow Plow, \$72,188.00; Northwestern Energy, Natural Gas, \$2,372.57; Office Peeps Inc, Office Supplies, \$534.72; One Source, Background Checks, \$209.00; Outlaw Graphics, Signs, Vehicle Graphics, \$2,170.00; PCS Mobile, Computer Mount, \$776.00; Perkins Storage & Transfer, 4H Storage, \$540.00; Pharmchem Inc, Sweat Patch Analysis, \$285.50; Jon Pike, Postage, Blood Tubes, \$33.00; Prussman Contracting Co., Sump Pump Rental, \$850.00; Qualified Presort Service, Mail Service, \$17.43; Razor's Edge Lawncare, Snow Removal, \$4,450.00; RDO Equipment Co, Inserts for Mowboards, \$1,522.66; Rick Ribstein, Court Appt Attorney, \$2,909.96; Rude's Funeral Home Inc, County Burial, \$3,000.00; Running's Supply Inc, Supplies, \$1,074.49; Satellite Tracking of People, GPS Tracking, \$614.25; Terry Schwenk, COP Rent, \$580.00; SD Attorney General's Office, 24/7 Scram Fees 3/1-3/31, \$1,158.00; SD Attorney General's Office, 24/7 Participation 3/1-3/31, \$240.00; SD Dept of Revenue, Public Health Lab Testing, \$66.00; SDACC, SDACHS Workshop, \$75.00; SDACC, 2nd Qtr CLERP Pmt, \$11,669.00; SDACES, 2018 Yearly Dues, \$60.00; SDACO, ROD Relief Fund March 2018, \$680.00; SDASRO, SDASRO Conf Registration, \$100.00; Sioux Falls Two Way Radio, Batteries, Maintenance, \$338.99; Sioux Valley Energy, Electric Utilities, \$378.00; Sturdevant's Auto Parts, Aluminum, Hardware, Gas, \$10.40; Anthony Teesdale, Court Appt Attorney, \$2,918.12; Thomson Reuters - West, West Info Charges, \$572.36; Town & Country Shopper, Weed & Pest Brd Mtg Notice, \$270.00; Steven Ust, Building Inspection, \$100.00; Vandenberg Law, Court Appt Attorney, \$2,820.00; Walburg, Duane, Animal Cntrl Mileage, \$92.40; Watertown Box Corporation, Cardboard, \$346.50; Weld County Sheriff, Inmate Medical, \$143.98; Wheelco Truck & Trailer, Shop/Vehicle Supplies, \$472.63; Terry D Wieczorek PC, Court Appt Attorney, \$1,060.46; Kristin A Woodall, Transcripts, \$488.20; Yankton County Treasurer, Mental Illness Hearing, \$118.75; SD Dept of Revenue, April Remittance, \$412,706.80.

### *Department Head Reports*

Community Health RN Jen Burns said they continue to provide supplemental nutritional foods, nutrition education, support, and referrals to clients through the WIC program. Burns said they continue to offer flu shots to children and adults. She said they're planning a Brookings POD event in October 2018. She said that event will focus on providing the flu vaccine to SDSU students.

Burns said school services are completed for the school year. She said they continue to meet with pregnant women monthly and provide prenatal education and breastfeeding education.

Burns said the staff will be participating in an upcoming training that will cover Mental Health First Aid.

County Development Director Robert Hill said he attended the County Planning & Zoning Meeting; attended the NACo Justice and Public Safety Steering Committee Meeting via telephone; visited the Brookings County Outdoor Adventure Center to assist Director Robert Contreras in updating the building safety plan; and attended a Joint Jurisdiction Area Meeting. Hill said a sub-committee was formed to look at mining issues in the Joint Jurisdiction Area. Hill said he also met with States Attorney Teree Nesvold, Commissioner Pierce and County Development Deputy Director Richard Haugen to look at zoning ordinance revisions; attended an E-911 Meeting; attended a PPCC/POD Meeting; and attended an Ag sub-committee meeting.

Hill thanked the individuals who plowed his driveway and sidewalk.

Hill discussed upcoming dates with the board.

Hill said the Admin section was published one more time so the effective date will be May 3<sup>rd</sup>. Hill said he is working on a letter to be sent to the USDOT in reference to the Pipeline Safety Grant that was awarded to Brookings County.

Hill said the command trailer will be moved to Valero later in the week.

Veterans & Human Services Michael Holzhauser said a committee will be doing a revision on SDCL 28-13, and asked the board if he could be a member of that committee. By consensus, the board agreed to let Holzhauser be a member of that committee.

Holzhauser updated the board on the number of phone calls the office has made and received, and the number of in-person meetings.

Finance Officer Vicki Buseth said she and Deputy Finance Officer Kristen Witchey helped out with the City/School Election last Tuesday. She said everything went well.

Buseth said absentee voting for the Primary Election will begin Friday, April 20<sup>th</sup>. She said petitions for Independent candidates are due Tuesday, April 24<sup>th</sup> by 5:00 p.m. Buseth said the voter registration deadline for the Primary Election is Monday, May 21<sup>st</sup>.

Buseth said the property tax drop-box has been set up. Buseth also said they've received wind tower money.

### ***Finance Officer's Report***

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

#### ***March 2018***

Total amount of deposits in bank.....	\$20,722,795.01
Total amount of actual cash: Currency.....	\$1,775.00
Coins.....	\$1.85
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.....	\$103,673.32
Itemized list of all other items.....	\$22,623.58
TOTAL.....	\$20,850,868.76

Commissioner/HR: \$17,255.73; Technology: \$5,828.64; Finance Office: \$19,778.22; States Attorney: \$20,714.92; Equalization: \$18,349.04; Register of Deeds: \$8,296.96; Veterans/Welfare: \$6,448.62; Sheriff's Office: \$92,907.18; Coroner: \$426.22; Community Health: \$3,541.72; Extension: \$2,447.13; Weed: \$2,196.94 Planning/Zoning: \$5,291.92; Highway: \$52,956.15; Emergency Management: \$3,820.24; BCOAC: \$5,882.83.

AFLAC: \$3,161.96; Avesis: \$1,322.65; Office of Child Support: \$1,170.00; Delta Dental: \$5,406.80; Flex One: \$2,067.58; Principal Life Insurance: \$1,961.51; Local Teamsters: \$1,228.00; SDRS: \$44,542.62; SDRS Supplemental: \$1,633.00; EFTPS: \$83,539.23; Wellmark: \$104,844.20; AFLAC Group/CAIC Primary: \$324.86.

Be it noted, the expenditure adjustments for the month of March 2018 were presented to the board. \$6,944.72 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 March 2018 in the amount of \$25,745.00 was presented to the board.

Weed & Pest Supervisor Misty Moser said they'll be spraying 16 townships in the spring and fall. She said they've lost two townships because of the chemicals being used. Moser said the Weed Board will be discussing this topic at their next meeting. Moser said two townships requested brush spraying in the fall.

Pierce asked Moser if she's discussing the impact of chemicals on pollinators. Pierce said it's really important that we are not contributing to the decline of pollinators in Brookings County. Moser said she is aware of the concerns and issues.

Highway Superintendent Richard Birk said they are working on the 2019 budget.

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Manager of Telkamp House Movers Allen Hoff said he would like to move a home over two posted bridges on south Highway 77.

Motion by Bartley, seconded by Jensen to allow Telkamp House Movers to move a home over two posted bridges on south Highway 77. Highway Superintendent Richard Birk said he has no problem with this request and said any damage done is the responsibility of the mover. Pierce asked if the permit says anything about him holding the county harmless in the event that one of his employees is injured in the process of the move. Deputy States Attorney Steve Britzman said he believes all of the facts are in place that Telkamp House Movers would be responsible for any damage or in the event that something were to happen to an employee.

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

### *Department Head Reports Continued*

Highway Superintendent Richard Birk continued with his report. Birk discussed the funding process for the BIG Grant Projects.

### **REGULAR BUSINESS**

The board held the First Reading of Ordinance #2018-03: an ordinance providing for the amendment of Ordinance #2015-03.

This ordinance relates to C1 Commercial/Industrial District, Lake Park District, Natural Resources District, Flood Damage Prevention, and Aquifer protection.

The Second Reading and Public Hearing will be held on Tuesday, May 15, 2018 at 9:30 a.m.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Pierce to sign Resolution #18-12: a resolution revising Resolution #03-18- a resolution authorizing the use of credit cards by county employees under restricted guidelines.

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

### **RESOLUTION #18-12**

A RESOLUTION REVISING RESOLUTION #03-18:  
A RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY  
COUNTY EMPLOYEES UNDER RESTRICTED GUIDELINES

WHEREAS, SDCL 4-3-27 authorizes the use of credit cards by local government officials and employees for the purchase of materials, supplies, equipment, or other authorized transactions for the benefit of the local government entity. This includes the use of credit cards for pre-approved travel, conference, and education expenses that cannot be directly billed to the County, including motel rooms, air fare, registration fees and gas for county vehicles.

WHEREAS, before authorizing the use of a credit card or electronic payment, the governing body shall, by resolution, establish policies providing for the use and accountability of credit card purchases or electronic transactions.

WHEREAS, the Brookings County Board of County Commissioners has determined that the County has a need for credit card use.

NOW, THEREFORE BE IT RESOLVED, by the Brookings County Board of County Commissioners that the following policy is adopted to govern the use of county credit cards by elected officials, department heads and county employees:

1. The County will make available four (4) credit cards for use by elected officials, department heads, county employees when authorized by their department heads, and the Board of County Commissioners. The credit limit shall be set at \$3,000 for each credit card.
2. Each elected official and/or department head is responsible for the use of the cards by their department; is responsible for making sure that any charges are authorized county expenditures; and is responsible for knowing that adequate monies are available within the department's approved budget prior to any purchases.
3. The credit cards must be checked out from the Commission Department. Employees checking a card out must sign the log provided. When the card is returned, the employee must sign the card in on the log provided. The employee must also include receipt(s) obtained from the point of sale and/or an invoice(s) for all expenditures incurred on the card while it was in their possession. The employee is also responsible for ensuring that duplicate receipts and/or invoices are obtained if the original is lost. And the employee must provide a general ledger budget line for each expenditure incurred on the card while it was in their possession.
4. Credit cards can be checked out for three (3) days unless there is extended travel involved. If a card is not returned within the allotted time, the card may be temporarily turned off and/or future use of credit cards may be denied.
5. County credit cards may not be used to pay for any item which does not directly benefit Brookings County.
6. Personal use of the credit cards is strictly prohibited. Misuse of a county credit card will be considered grounds for disciplinary action up to and including termination. All improper charges are the responsibility of the employee.
7. Employees must advise all vendors that all purchases are tax exempt. Any tax charges will not be removed by the Finance Office. If tax is charged, it is the responsibility of the elected official and/or department head to have the tax removed or reimburse the county.
8. The employee shall not allow anyone else to possess and utilize a county credit card at any time for any reason.
9. Cash advances are prohibited.
10. Purchase of tobacco or any alcoholic beverages is prohibited.
11. County credit cards may not be used to pay for meals that qualify for reimbursement through per diem or for fuel if the individual qualifies for mileage reimbursement.
12. Credit cards should not be used for purchases when other methods of payment, i.e. direct billing, invoicing, are available.

13. All employees that check out a county credit card are responsible for their protection and custody, and shall immediately notify the Commission Department if a county credit card is lost or stolen.

ALSO, THEREFORE BE IT RESOLVED, that this resolution supersedes Resolution #03-18 in its entirety.

Approved this 17<sup>th</sup> day of April, 2018.

Lee Ann Pierce  
Chairperson, Brookings County Commission

ATTEST:

Vicki Buseth  
Finance Officer  
Brookings County

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:30 a.m., Accountant Brenda Colombe and Finance Officer Vicki Buseth presented the 2017 Annual Report.

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:45 a.m., Josh Spilde from Winsor Township requested financial assistance from the county to replace two box culverts.

Highway Superintendent Richard Birk said he was unable to look at the condition of the structures because of the water level, but said the structures are almost eighty years old.

Krogman asked how much of the cost they want the county to cover. Miller asked what the county is obligated to do. Birk said we are obligated to negotiate on what participation each party will be, so each entity understands upfront exactly what and how much will be paid. Krogman asked who oversees the project. Birk said whatever the county feels most comfortable with. Birk said the easiest route would be to participate financially and not oversee the project. Pierce said the only thing that concerns her about the county not overseeing the project is that something won't be done correctly.

Bartley suggested that Spilde come back when they have a concrete proposal with a dollar amount. Jensen said he would like to see the county participate in the purchase of the pipe, which is roughly \$7,000 per pipe.

By consensus, the board agreed to participate but would like Spilde to come back with a more concrete proposal.

### **SCHEDULED AGENDA ITEM**

As scheduled at 10:00 a.m., Alumni Advisor to the Delta Chi Fraternity Jameson Berreth and Delta Chi member Gunnar Snell discussed the Boulevard Tree Project with the board.

Snell said they'll be bringing in 60 new trees. Snell requested \$500 from the Brookings County Commission. Miller asked if they are reaching out to the surrounding communities. Snell said they are reaching out to Volga and White.

Motion by Miller, seconded by Krogman to give \$500 to the Boulevard Tree Project. All members voted “aye.” Motion carried.

## **REGULAR BUSINESS**

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-43: a letter of contract for professional engineering services between Brookings County and Banner Associates, Inc. for structure #06-280-116. Background information was provided by Highway Superintendent Richard Birk.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-44: a letter of contract for professional engineering services between Brookings County and Banner Associates, Inc. for structure #06-141-180.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-45: a right-of-way certificate for project number BFR 6361(00)17-1, PCN 06H7 in Brookings County for structure #06-150-219.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-46: a right-of-way certificate for project number BRO 8006(00)17-2, PCN 06H8 in Brookings County for structure #06-176-050.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Miller to approve and authorize Chairperson Pierce to sign Agreement #18-47: a right-of-way certificate for project number BRF 6317(00)17-1, PCN 06H9 in Brookings County for structure #06-220-190.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-48: a utilities certificate for project number BRF 6361(00)17-1, PCN 06H7 in Brookings County for structure #06-150-219.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-49; a utilities certificate for project number BRO 8006(00)17-2, PCN 06H8 in Brookings County for structure #06-176-050.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-50: a utilities certificate for project number BRF 6317(00)17-3, PCN 06H9 in Brookings County for structure #06-220-190.

All members voted “aye.” Motion carried.



Motion by Miller, seconded by Krogman to approve and authorize Chairperson Pierce to sign a Request to Fill Vacancy for a Heavy Equipment Operator in the Highway Department. Background information was provided by Highway Superintendent Richard Birk.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$7,000 for reimbursement from insurance for totaled sheriff's vehicle, to GL line 101-4-211-4260, receipt #38143.

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

Motion by Miller, seconded by Jensen to appoint Chad Ford to the Planning & Zoning Commission, District 2, representative to fill the remaining 2 years, 8 months of a 4 year term. Bartley thanked the three individuals who submitted applications.

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

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

Steffensen said the Highway Department provided a breakdown of the dollars for the Bridge Improvement Grant projects the county has been awarded. She said the report shows what Brookings County has received since 2016, what the county has pledged in local match money and how much the county can apply for in 2019.

Steffensen said Chuck Cecil provided an update on the donated highway items at the museum.

Steffensen discussed upcoming dates.

Deputy States Attorney Steve Britzman said they will close on the two surplus properties sometime this week.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Jensen met with a representative from Trane to discuss the pressure and operating issues with the heating and cooling system at the Brookings County Outdoor Adventure Center; attended a meeting in Volga to discuss Samara Avenue; attended the Post-Legislative Luncheon; attended the Jail Expansion Committee Meeting; attended the Brookings County Board of Equalization Meeting; and attended the 4-H Promotion & Expansion Committee Meeting.

Jensen said he received phone calls from two citizens who were complaining that semis are using the gravel road south of the gun club to get to Novita. Jensen said he feels it's the townships responsibility to put bigger signs up.

Commissioner Miller attended a meeting in Volga to discuss Samara Avenue; attended and discussed the Joint Powers Board Meeting; attended the ribbon cutting for the new fire station on South Main; attended the Post-Legislative Luncheon; attended the Jail Expansion Committee Meeting; attended the Brookings County Board of Equalization Meeting; and attended the Farmhouse Dinner.

Commissioner Krogman met with a representative from Trane to discuss the pressure and operating issues with the heating and cooling system at the BCOAC and attended the Brookings County Board of Equalization Meeting.

Commissioner Bartley attended and discussed the Joint Powers Board Meeting; attended the ribbon cutting for the new fire station on South Main; attended the Post-Legislative Luncheon; attended the Jail Expansion Committee Meeting; attended the Brookings County Board of Equalization Meeting; attended the Leader Round Table; attended the Joint Jurisdiction Area Meeting; attended the E-911 Meeting; and attended the Meet-and-Greet for the new City Manager.

Commissioner Pierce attended the County Planning & Zoning Meeting; attended the Post-Legislative Luncheon; attended the Jail Expansion Committee Meeting; attended the Brookings County Board of Equalization Meeting; attended and discussed the Joint Jurisdiction Area Meeting; met with States Attorney Teree Nesvold, County Development Director Robert Hill and County Development Deputy Director Richard Haugen to work on ordinances; attended the E-911 Meeting; attended the PPCC/POD Meeting; attended the Farmhouse Dinner; and attended the Meet-and-Greet for the new City Manager.

Motion by Bartley, seconded by Krogman to adjourn. All members voted “aye.” Motion carried.

**SCHEDULED AGENDA ITEM**

As scheduled at 11:00 a.m., the Brookings County Board of County Commissioners convened as the Brookings County Board of Equalization.

***Appeals***

The following appeals were heard. Motions, seconds, roll call vote as follows:

Appeal	Property/Owner Legal Description	Motion/Second Roll call vote	Board Action
18-5	Graybar Electric Co Inc. LeFevre Addition Lot 3	Krogman/Miller Roll call vote: Miller “aye,” Krogman “aye,” Bartley “aye,” Jensen “aye,” Pierce “aye.” Motion carried.	NADC- \$368,500 NADC2- \$331,600
18-6	Dennis Deboer Deboer’s Lake Tetonkaha Subdiv Lot 14 in SE ¼ Sec 7-111-51	Krogman/Bartley Krogman said it’s a unique piece of land because it’s not big enough to build on. Bartley cautioned the appellants because the setback requirements could be changing, which will change the value. Pierce said the fair market value on	NAC- \$400

this piece of land is fair. She said everyone else pays their fair share. Roll call vote: Krogman “aye,” Bartley “aye,” Jensen “aye,” Miller “no,” Pierce “no.” Motion carried.

Commissioner Krogman recused himself from the next appeal.

18-7	Randy Suarez Bane & Poole Addition Lot 1, Block 11	Bartley/Miller Roll call vote: Bartley “aye,” Jensen “aye,” Miller “aye,” Pierce “no.” Motion carried.	NAD- \$36,500 NAD1- \$148,500
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**Reports**

Motion by Miller, seconded by Krogman to approve the Elderly Tax Freeze applications as presented. Roll call vote: Jensen “aye,” Miller “aye,” Krogman “aye,” Bartley “aye,” Pierce “aye.” Motion carried.

**ADJOURNMENT**

Motion by Krogman, seconded by Bartley to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, May 1, 2018 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 Brookings 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.

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Jenna Byrd  
Finance Assistant II  
Brookings County

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