

THE BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, MAY 21, 2019

The Brookings County Board of County Commissioners met in regular session on Tuesday, May 21, 2019 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce, Angela Boersma and Ryan Krogman.

CALL TO ORDER

Chairperson Bartley called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Pierce, seconded by Jensen to approve the agenda for the May 21, 2019 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Krogman, seconded by Boersma 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 May 7, 2019 Commission Meeting.

Travel Requests: Jeff Conrad to attend a Crime Scene Operations Course on June 24th-28th in Brookings; Eileen Aberle to attend National Counties Conference on June 2nd in Cleveland, OH and June 7th in Brookings.

Personnel Action Notices: voluntary resignation- Danial Fraser, effective June 28, 2019; voluntary resignation- Logan Ackerman, effective April 29, 2019; routine step increase- Jeremy Kriese to \$25.40, effective May 1, 2019; routine step increase- Manny Langstraat to \$24.42, effective May 1, 2019; voluntary resignation- Nate Gubbels, effective May 12, 2019; voluntary resignation- Richard Kelley, effective May 20, 2019.

Cellular Authorization- Brian Schruer- Basic Usage at \$30/month; Jeff Conrad- Basic Usage at \$30/month; Cody Sunderland- Basic Usage at \$30/month; Becky Eggebrecht- Basic Usage at \$30/month.

Human Services Report- case #19-053 for utilities was approved; case #19-054 for utilities was approved; case #19-055 for rent was approved; case #19-056 for rent was approved; case #19-057 for rent was approved; case #19-058 for utilities was approved; case #19-060 for utilities was approved; case #19-061 for utilities was approved; case #19-062 for medical was denied; case #19-063 for medical was denied; case #19-064 for rent was approved; case #19-065 for rent was approved; case #19-066 for utilities was approved; case #19-067 for utilities was approved.

ROUTINE BUSINESS

Approval of Claims

Motion by Krogman, seconded by Jensen 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 Contracts, \$354.89; AgFirst Farmers Coop, LP, \$30.05; Alert Magazine, Llc-SD, Advertising, \$135.00; Allegra Print & Imaging, Envelopes, Business Cards, \$411.54; Alphamedia USA Llc, Tax Deadline Radio Ads, \$200.00; AMP Electric Construction, Outlets-Deputy Office Computers, \$314.09; Anderson Oil, White Shop Diesel, \$2,661.73; Aragon, Antonio, Translation Services, \$37.50; Aragon, Martha, Translation Services, \$87.50; Aurora Auto Body & Glass, Transport Vehicle Repair, \$800.71; Avera Medical Group, Inmate Medical, \$162.54; Avera Occupational Medicine, TPA Services, \$60.55; Axon Enterprise Inc, Patrol Vehicle Equipment, \$16,188.50; Banner Associates, Design, Engineering Services, \$20,079.32; Bierschbach Equipment, Deere Key Switch, Air Hose, \$73.18; Bobcat of Brookings, Lift Arm Stop, Coupler, \$208.99; Bothern, Ron, Rent, \$600.00; Bowes Construction, Crushed Concrete BCOAC, \$508.25; Boyer Trucks, Parts, Supplies, \$2,299.12; Brehmer, Jacob, SDAAO Annual Conference Meals, \$77.00; Brevik Law Office, CAA Inv Mental Illness Hearing, \$244.05; Brookings City Utilities, Utilities, Care of Poor Utilities, \$9,691.28; Brookings County Finance, Delinquent Taxes, \$429.00; Brookings Health System, ER Sane Kits, Blood Tests, \$6,020.50; Brookings Property Management, Rent, \$650.00; Brookings Register, Advertising, Publishing, \$1,850.63; Brookings-Deuel RWS, Bruce Shop Water Utilities, \$21.30; Brothers Pharmacy, Inmate Medical, \$1,129.61; Buhls of Brookings Clean, Rug Rental Service, \$172.90; Butler Machinery Co, Parts, Supplies, \$1,559.53; Carquest Auto, Vehicle, Shop Supplies, \$3,682.36; Century Business Product, Copier Contracts, \$724.61; City of Brookings, E911 Remittance, \$80,604.98; City of Brookings, Joint Building Costs, \$18,055.19; Compass Counseling & Assessment, Psychosexual Assesment, \$1,800.00; Convergint Technologies, Safe Maintenance, \$245.94; Cook's Wastepaper & Recycling, Commercial Service, \$822.91; Courtesy Plumbing Inc, Jail Repairs, \$132.60; Creative Printing, Envelopes, \$105.59; Crow Wing County Sheriff, Civil Paper Service-Subpoena, \$75.00; Dakota Data Shred, Equipment Rental, Service, \$16.00; Debeer Small Engine, Honda Oil & Gaskets, \$53.92; Department of Health, Ethyl Alcohol Tests, \$40.00; Department of Health, Expert Testimony, \$400.00; Department of Motor Vehicles, Weed Truck Plates & Title, \$21.20; Dupraz, Andy, Extension Brd Mtg Mileage, \$7.56; Ecolab Pest Elimination, Jail Pest Control, \$87.87; Ekern Home Equipment Company, Service, \$617.12; Empire Investments 3 Llc, Tax Certificates, \$1,568.88; Empire Investments 5 Llc, Tax Certificates, \$1,698.13; Farstad Oil Inc, Brooking Shop Gas, \$19,024.96; Fastenal Company, Shop Supplies, \$109.53; Fergen's Clothing & Shoe, Sheriffs Office Patches, \$7.00; First Bank & Trust, Credit Card Charges, \$884.04; Foerster Office & Supply, Supplies, \$423.70; Ford, Deb, Extension Brd Mtg Mileage, \$20.16; Gass Law, Pc, Crt Appt Attorney, \$1,703.15; Glacial Lakes Radiator, Radiator Service, \$545.00; Jennifer Goldammer, Crt Appt Attorney, \$2,977.70; Great Western Bank, CD Interest Refund, \$2,100.00; Patricia J Hartsel, Transcripts, \$787.40; Konard O Hauffe Dds PC, Inmate Dental, \$394.00; Dennis Hetrick, Enhanced Conceal Carry Class, \$320.00; Hill, Robert, NACO Annual Conf Travel, \$766.20; Hometown Service & Tire, Skid Steer Tires, \$35.00; Hy-Vee Food Store, Extension Brd Mtg Supplies, \$102.67; Hydro Klean, Camera Through Culverts, \$1,550.00; Indeed Inc, Job Postings, \$96.06; Inmate Services Corporat, Inmate Transport, \$467.00; Innovative Office Solutions, Label Maker, Labels, \$78.53; Interstate Telecom. Coop, Phone Service, \$363.87; Jencks & Jencks PC, Crt Appt Attorney, \$790.00; Katterhagen, Mark, Inv Mental Illness Hearing, \$15.00; Kibble Equipment Llc, Battery Core, Filter, Starter, \$1,226.80; Kimball Midwest, Shop Parts, \$870.86; Kingbrook Rural

Water, Water Utilities, \$33.00; Larry Klingbile, SDAAO Annual Conf Travel, \$77.00; L&L Auto & Truck Parts, Shop Supplies, \$218.74; Lamb Motor Co, 2019 Ford Pickup, \$28,527.00; Lewis & Clark Behavioral, Behavioral Mental Illness Intakes, \$356.00; Lewno, Lucy, Inv Mental Illness Hearing, \$166.50; L.G. Everist, Inc, Rip Rap, Ballast, Stone, \$3,088.54; Locators & Supplies, Safety Clothing, \$86.58; Darcy Lockwood, Inv Mental Illness Hearing, \$15.00; Lowe's, Supplies, \$1,155.19; Mailfinance, Postage Machine Lease, \$1,556.07; Martin's Inc, Grease, Dyed Diesel, \$2,754.59; Master Blaster Inc, Repair, Service Pressure Washer, \$1,573.11; Matheson Tri-Gas Inc, Oxygen, \$45.21; McKeever's Vending, Inmate Commissary, \$398.40; Mediacom Llc, Law Library Internet, \$136.90; Midwest Glass, Material for Machine Shield, \$18.24; Mighty Auto Parts of Sioux Falls, Shop Tool, \$464.14; Minnehaha County Auditor, Inv Mental Illness Costs, \$94.00; Minnehaha County JDC, JDC Costs, \$2,530.00; Moody County Auditor, Registration for 10 Cnty Mtg, \$88.00; Dan C Nelson, St Atty Conf Travel Reimburse, \$397.36; Nancy J Nelson, Crt Appt Attorney, \$1,908.55; Neopost USA Inc, Labels & Ink Postage Meter, \$244.99; Newegg Business Inc, Monitors, Mouse, Copier, \$1,528.02; Northern Truck Equipment, Spinners, \$253.20; Northwestern Energy, Utilities, \$661.51; Office Peeps Inc, Office Supplies, \$1,675.01; One Source, Background Checks, \$177.25; Ottertail Power Co, Care of Poor Utilities, \$371.84; Outlaw Graphics, Decals, \$16.00; Parmely, Ronny, Extension Brd Mtg Mileage, \$11.76; PCS Mobile, Patrol Vehicle Equipment, \$3,620.85; Roger Pedersen, Rent, \$650.00; Pharmchem Inc, Sweat Patch Analysis, \$428.25; Jennifer Pickard, Extension Brd Mtg Mileage, \$12.60; Prairie Graphics, Deputy Caps, \$312.00; Premier Police Training, Search and Seizure Pocket Guide, \$180.00; Prochem Dynamics Llc, Supplies, \$173.60; Prochem Dynamics Llc, Supplies, \$755.20; Qualified Presort Servic, Mail Service, \$35.06; Razors Edge Grounds Keep, Snow Removal, Spring Cleanup, \$3,200.00; RC First Aid, Medications, \$29.50; RDO Equipment Co, Sensor, Shop Supplies, \$2,669.15; Redwood Toxicology Labor, Drug Patches/Supplies, \$2,652.72; Reliance Telephone, Inmate Phone Cards, \$2,000.00; RFD Newspapers Inc, Publishing, \$2,086.74; River City Supply Llc, 4H Tablecloths, Card Sleeves, \$1,580.90; Running's Supply Inc, 10 Boxes of 9mm Ammo, \$112.93; Ryde Investment Group Llc, Tax Certificates, \$4,790.18; Safe-N-Secure, Panic Button, Service Package, \$2,220.81; Sanford Health, Autopsy, \$2,100.00; SD Association of Health, Health Career Guides Postage, \$11.85; SD Police Chiefs' Association, Post Form D-Self Score, \$165.00; SDACO, ROD Preservation Fund April, \$806.00; SDSU Extension Service, Temp Summer Assistant, \$12,000.00; SDVSOA, Annual Dues 2019, \$100.00; Sioux Valley Energy, Electric Utilitiies, \$294.00; Snap-On Tools, Snap Ring Pliers, \$84.00; South Briar Limited Part, Rent, \$624.00; Sterzinger Construction, Gravel, \$100,974.81; Sturdevant's Auto Parts, Vehicle/Shop Supplies, \$151.26; Shad Swedlund, Tax Abatement Refund, \$27.80; Michael Taylor, States Atty Conf Travel, \$79.00; Thomson Reuters - West, SD Codified Laws, \$199.56; Tonia Thornton, Transport Fuel, \$13.80; Town & Country Shopper, Notices, Ads, \$440.00; Town of Sinai, Garbage & Sewer Utilities, \$64.00; Two Way Solutions Inc, Patrol Car Equipment, Contract, \$536.94; UPS Store, Facility Brochures, RSO Badges, \$174.00; Steven Ust, Building Inspections, \$200.00; Valley Motorsports, ATV Spark Plug, \$6.57; Vandenberg Law, Crt Appt Attorney, \$902.50; Verizon Wireless, Deputy Tablets, \$320.08; Walburg, Duane, Animal Control Mileage, \$34.44; Walmart Community, Supplies, \$103.61; Wheelco Truck & Trailer, Filters and Stock Supplies, \$83.36; Kristin A Woodall, Transcripts, \$3.60; Jixiang Wu, Rent, \$625.00; WW Tire Service Inc, Tire Repair, \$107.45; Yankton County Sheriff, Service of Process, \$100.00; Yankton County Treasurer, Mental Illness Charges, \$120.00; SD Dept of Revenue, May Remittance, \$401,021.09.

Department Head Reports

Highway Superintendent Brian Gustad said he and Lead Foreman Jeff Anderson looked at the County Road 11 culverts at the outlet for Lake Sinai. Gustad said he met with Frido Verpaalen with

Old Tree Farms to discuss his manure pumping permit. Gustad said he met with a representative from KC Dairy and Linde Farms to discuss a right-of-way encroachment.

Gustad said they removed the seven (7) ton load limit signs on all county hard surfaced roads in conjunction with the neighboring counties.

Gustad said he met with Paul Clayton of Don Borneke Construction, a sub-contractor to Wanzek, to discuss the haul road agreement for the wind towers and power lines.

Gustad said there is a pre-construction meeting for structure #06-280-116 on County Road 27, which is also a route to the wind tower project and power plant.

Sheriff Martin Stanwick said there are 38 inmates in jail. Stanwick said drugs continue to be an everyday affair. Stanwick said his school resource officer has made 167 contacts with students for different issues; vaping, assaults, and truancy.

Stanwick said Sergeant DeJong was chosen by the Optimist Club as Law Enforcement Officer of the Year.

Stanwick said the building he has out at the highway department has flooded again. He said it floods on a regular basis. Stanwick said he would like to explore the idea of renting some space.

Stanwick discussed revenue and expenses of the detention center with the board.

Pierce said if we have a water problem over at the highway department then it needs to be fixed. Jensen said it's been a problem for over thirty years. Highway Superintendent Brian Gustad said he, Stanwick, and Weed & Pest Supervisor Misty Moser need to sit down and put together a plan.

Weed & Pest Supervisor Misty Moser discussed revenue and expenses for the month of April. Moser said they are ready for the spray season; just waiting for the weather to cooperate.

Moser said 14 townships have signed up for spraying this year. She said 13 of them want only 2-4D because of the haying restrictions with the use of Graslan-L. Moser asked the board for their thoughts on using Graslan-L on county roads. She said she wants to respect the farmers and pollinators. Pierce said she would like more information before making a decision. Bartley asked about the haying restriction. Moser said you can hay it, but if you feed it and you put the manure on the fields then you won't have crops the next year. Pierce asked what the disadvantage is when using 2-4D. Moser said the weeds are becoming immune to the 2-4D; there wouldn't be as many weeds if they used the Graslan-L. Pierce said if our farmers and the townships are sending us a message to not use the Graslan-L, then we should listen before we switch chemicals. Bartley asked Moser to come back with more information and correspondence from land owners who traditionally hay.

County Development Director Robert Hill said he attended a County Planning & Zoning Meeting; attended a PPCC/POD Meeting; attended a Joint Jurisdiction Committee Meeting; attended a Safety Committee Meeting; attended a Tri-State Emergency Management Association Meeting; attended a webinar on the Integrated Public Alert and Warning System; and attended an LEPC Meeting.

Hill said Brookings County, in conjunction with the DAV will be participating in Karfool Karaoke. He said they will be promoting Memorial Day ceremonies and summer safety.

Hill said FEMA is currently in South Dakota spot-checking public assistance information that was submitted to SDOEM. Hill said Brookings County was not selected to be spot-checked.

BCOAC Director Kristin Heismeyer discussed revenues and expenses for the month. Heismeyer said they are looking at shutting the facility down the first week in August for about five days to clean all of the rubber, clean carpets and polish floors. Pierce said August is a busy month for 4-H. Heismeyer said she spoke with 4-H Youth Advisor Sonia Mack who said it would not coincide with any events.

Pierce asked about the parking lot. Jensen said he spoke with City Engineer Jackie Lanning about it and she said they have not completed the soil boring test but they are still hoping to have the parking lot completed by August.

Finance Officer Vicki Buseth said she and Deputy Finance Officer Kristin Witchee attended the Spring Workshop in Pierre. She said they went to a lot of good sessions. Buseth said the state is looking at putting the self-service terminal for motor vehicle registrations at the DMV station.

Finance Officer's Report

Finance Officer Vicki Buseth presented the Finance Officer's Report for the month of April.

April 2019

Total amount of deposits in the bank.....	\$41,954,467.41
Total amount of actual cash: Currency.....	\$10,020.00
Coins.....	\$2.26
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...	\$2,237,759.83
Itemized list of all other items.....	\$44,092,378.27
TOTAL.....	\$44,092,378.27

Commission/HR: \$25,226.18; Finance Office: \$20,401.55; States Attorney: \$25,020.95; Equalization: \$16,409.79; Register of Deeds: \$8,524.89; Veterans/Welfare: \$6,202.43, Sheriff's Office: \$104,492.00; Coroner: \$426.22; Community Health: \$3,409.26; Extension: \$2,392.11; Weed: \$2,270.02; Planning/Zoning: \$5,881.74; Highway: \$51,531.12; Emergency Management: \$3,885.72; BCOAC: \$5,759.85.

AFLAC: \$3,386.88; Avesis: \$1,383.18; Office of Child Support: \$1,551.00; Delta Dental: \$5,648.40; Flex One: \$1,658.56; Principal Life Insurance: \$1,776.56; Local Teamsters: \$862.00; SDRS: \$44,420.51; SDRS Supplemental: \$1,666.00; EFTPS: \$90,939.28; Wellmark: \$104,808.15; AFLAC Group/CAIC Primary: \$300.94.

Be it noted, the expenditure adjustments for the month of April 2019 were presented to the board. \$10,630.84 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 April 2019 in the amount of \$36,470.50 was presented to the board.

Motion by Pierce, seconded by Boersma to transfer from General Fund 101-4-911-4294 to Highway Road & Bridge Fund 201-3-371-0000 in the amount of \$750,000. Roll call vote: Krogman "aye," Jensen "aye," Pierce "aye," Boersma "aye," Bartley "aye." Motion carried.

Motion by Jensen, seconded by Krogman to transfer 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: Jensen “aye,” Pierce “aye,” Boersma “aye,” Krogman “aye,” Bartley “aye.” Motion carried.

REGULAR BUSINESS

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-30: an easement agreement for use of county road right-of-way made by Old Tree Farms/Frido Verpaalen.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Boersma to approve and authorize Brookings County Outdoor Adventure Center Director Kristin Heismeyer to sign Agreement #19-31: a Joint Powers Agreement supporting a City of Brookings Dakota Nature Park seasonal education position in South Dakota. Background information was provided by Heismeyer.

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

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley sign renewals for on-off sale malt beverage /on-off sale SD Farm wine license renewals for the 2019-2020 licensing period for the following entities: Meadow Creek Golf Club- Retail On/Off Sale & SD Farm Wine; Brookings County Club- Retail On/Off Sale & SD Farm Wine; Cuzbins, LLC- Retail On/Off Sale & SD Farm Wine; Wagon Wheel Resort- Retail On/Off Sale & SD Farm Wine; The Corner Gas and Goodies- Retail On/Off Sale & SD Farm Wine.

All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to approve a funding request made by the Elkton Special Days Committee of \$500 for the annual fireworks display. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Jensen, seconded by Boersma to authorize the Finance Office to advertise for a Supplemental Budget hearing for the E911 budget for \$32,000. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

County Development Director Robert Hill discussed the 2007 Revised Subdivision Ordinance of Brookings County.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen discussed the timeline on Request for Proposals for the Construction Manager At-Risk for the jail project. By consensus, the board agreed to review RFPs on Tuesday, June 18th following the Commission Meeting in an Executive Session.

Steffensen said Commissioner Pierce asked for information on the County’s Employee Assistance Program. Steffensen said the county pays approximately \$3,800 annually for this program.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson said Aaron Aspon was charged with distributing methamphetamine to a minor in a drug-free zone. Nelson said he is pleading guilty later today.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce attended a Joint Jurisdiction Meeting; attended a Public Affairs Committee Meeting; attended the 4-H Ice Cream Social; and attended a meeting on the 20th Street Interchange.

Commissioner Boersma attended a Mental Health Task Force Meeting; attended an ICAP Meeting; and attended an East Central Behavioral Health Board Meeting.

Commissioner Krogman attended a BCOAC Advisory Board Meeting.

Commissioner Jensen attended an E911 Meeting; attended a Weed Board Meeting; and attended a BCOAC Advisory Board Meeting.

Commissioner Bartley attended a Joint Jurisdiction Meeting; attended the Elkton Fire Department Feed; attended an E911 Meeting; attended a BEDC Retreat; attended the Brookings Fire Department Feed; attended an insurance review meeting; toured the jail in Olivia, MN; and attended the E911 Budget Meeting.

EXECUTIVE SESSION

Motion by Krogman, seconded by Boersma to enter into Executive Session at 10:19 a.m., in accordance with SDCL 1-25-2(4), contract negotiations. All members voted "aye." Motion carried.

Motion by Boersma, seconded by Pierce to come out of Executive Session at 11:58 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Krogman, seconded by Boersma to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, June 4, 2019 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.

Jenna Byrd
Finance Assistant II
Brookings County