

BROOKINGS COUNTY COMMISSION MEETING

THURSDAY, JUNE 7, 2018

The Brookings County Board of County Commissioners met in regular session on Thursday, June 7, 2018 with 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 Jensen, seconded by Krogman to approve the agenda for the June 7, 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 May 15, 2018 Commission Meeting.

Travel Requests: Manny Langstraat to attend K9 recertification on June 15th in Pierre; Michael Holzhauser to attend CVSO Training on August 20th-24th in Pierre; Darin Haider & Charles Umberger to attend a Training Conference on September 19th-20th in Sioux Falls; Sonia Mack to attend the State 4-H Horse Show on July 23rd-25th in Huron; Sonia Mack to attend the State Fair on August 28th-September 3rd in Huron.

Personnel Action Notices: routine step increase- Richard Haugen to \$24.86, effective June 1, 2018; routine step increase- Dave Biteler to \$22.67, effective January 1, 2018; new hire- ATV Driver for Weed Department at \$15.48, effective May 1, 2018; voluntary resignation- Bailey Mergen, effective June 5, 2018; Promotion- Nick Norgaard at \$19.62, effective May 29, 2018; new hire- Deputy States Attorney Michael Taylor at \$85,266, effective July 2, 2018; routine step increase- Gary Egeberg at \$16.32, effective May 1, 2018.

Cellular Authorizations: Dane Larsen- Basic Usage at \$30/month.

Human Services Report: case #18-062 for Avera McKennan was denied; case #18-063 for Otter Tail Power Company was approved; case #18-064 for Otter Tail Power Company was approved; case #18-065 for rent was denied; case #18-066 was approved; case #18-067 for rent was approved; case #18-068 for City of Aurora was approved; case #18-069 for Brookings Health System was approved; case #18-060A for Brookings Health System 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 to Z World Languages Inc, Translation Services, \$180.00; A&B Business Inc, Copier Contract, \$115.21; Airgas USA Llc, Safety Glasses, \$101.07; Alexander R Voisin, INV Mental Illness Hearing, \$226.82; Allegra Print & Imaging, Crime Stoppers Cards, Envelopes, \$792.38; Allied 100, AED for BCOAC, \$1,275.00; Anthony Teesdale, Crt Appt Attorney, \$1,706.50; Benjamin L. Kleinjan, Crt Appt Attorney, \$1,527.50; Boarman Kroos Vogel Group, Detention Center Consultant, \$8,586.40; Brookings County Finance, Title/Plate/Mailing Hwy F250, \$21.20; Brookings Domestic Abuse Shelter, Jan Thru May Payment, \$1,779.00; Brookings Health System, April Blood Alcohol Testing, MH Holds, Investigations, \$6,714.50; Brookings Powersports, Repair/Service ATV, Radiator Support, \$89.54; Brothers Pharmacy, Inmate Medical, \$1,025.35; Buseth, Vicki, Per Diem - Workshop In Pierre, \$42.00; C&R Supply Inc, Centrifugal Pump, \$421.80; Central Business Supply, Master Key, Office Supplies, \$252.07; Century Business Products, BCOAC Printer, \$195.17; Century Link, Long Distance Telephone, \$164.08; Certified Laboratories, Jaquar & Dri Lube Plus, \$323.79; Chapman, Beverly, Per Diem - Workshop In Pierre, \$42.00; Christopher Lilla, Conference Hotels, Fuel, \$1,457.69; City of Aurora, COP Utilities, \$403.42; City of Brookings, Joint Building Costs, \$13,857.98; City of White, White Shop Utilities, \$69.68; DA Services Inc, Scrub/Polish Tarazzo Floors, \$3,400.00; Dale's Alignment, Front Wheel Alignment, \$51.50; David Grayson, COP Rent, \$550.00; Denny Menholt Chevrolet, Replace Fuel Pump, \$1,178.79; DMC Wear Parts, Cutting Edge, \$780.00; Donald McCarty, Crt Appt Attorney, \$4,207.89; DVL Fire And Safety, Extinguisher for BCOAC Range, \$275.00; Emergency Service Marketing, Yr 3 Of 5 Subscription-Brk FD, \$660.00; Executive Mgmt Finance Office, Tech Access Fee April 2018, \$56.00; Farm & Home Publishers, Plat Books, \$1,024.00; Fastenal Company, Nuts & Bolts for Shop, \$44.72; Fedex, Mailing of Evidence, \$12.97; Fite, Pierce & Ronning Law, Crt Appt Attorney, \$300.80; Fix It Shop Locksmith, Courthouse Basement Gate Key, \$10.00; Foerster Office & Supply, Paper Supplies, \$511.50; Gass Law, Pc, Crt Appt Attorney, \$1,557.49; Gross, Linda, Per Diem - Workshop In Pierre, \$36.00; Hillyard/Sioux Falls, Toilet Paper, Garage Bags, \$86.69; Hungerford Chiropractic PC, Instant Drug Testing, \$150.00; Hy-Vee Food Store, Inmate Meals, Mtg Refreshments, Supplies, \$13,707.97; Ina Group Llc, Tax Certificates, \$18,684.16; Jennifer Goldammer, Crt Appt Attorney, \$1,226.70; Johnson Feed Inc, Road Salt, \$1,551.61; Kibble Equipment Llc, Oil, Filters, Stroke Control, \$171.27; Konard O Hauffe DDS PC, Inmate Medical, \$80.24; L&L Auto & Truck Parts, Supplies, \$502.97; Langstraat, Manual, Per Diem - Denver Conference, \$239.00; Lewis & Clark Behavioral Health, Mental Illness Intakes, \$640.00; Lincoln County Auditor, Mental Illness Charges, \$1,822.30; Littlecott, Laura, Hotel, Per Diem-Phoenix, \$918.03; Lowe's, Stain, Screw, Bulbs, \$151.84; M&T Fire & Safety Inc, Sinai FD Supplies, \$1,400.00; Manatron Inc, Proval Plus Support/Maint, \$10,329.68; Marshall & Swift/Boeckh, Llc, M&S Residential Cost Handbook, \$719.90; Master Blaster Inc, Outside Motor Repair, \$502.15; McKeever's Vending, Inmate Commissary, \$654.58; McLeod's Printing & Office, Laser Checks, Traffic Tickets, \$651.75; Medary Acres Greenhouse, Marigolds -Courthouse Lawn, \$84.26; Mr. V's Professional Body Shop, Mount Spotlight, \$150.00; Nancy J Nelson, Crt Appt Attorney, \$1,973.06; National Safety Council, Membership Renewal, \$595.00; Nielsen's, Toggle Switch, Relay, \$27.81; Northwestern Energy, Utilities, \$2,143.69; Office Depot Inc, Office Supplies, \$61.53; Office Peeps Inc, Office Supplies, \$1,023.36; Ottertail Power Co, COP Utilities, \$1,020.57; Patricia J Hartsel, Transcripts, \$247.80; Penn Co Mental Health, Mental Illness Charges, \$30.00;

Pheasantland Industries, Safety Shirts, \$448.35; Prairie Graphics, Six Panel Caps W/Embroidery, \$102.00; Ramkota Inn, Hotel - Spring Workshop, \$611.94; Reed T Mahlke, Crt Appt Attorney, \$1,452.30; RFD Newspapers Inc, Publishing, \$3,883.41; Rick Ribstein, Crt Appt Attorney, \$948.56; Safe-N-Secure, Door Access Software 4H, \$173.47; Sanford Health, Coronor, \$2,553.00; SD Attorney General's Office, 24/7, Scram Fees, \$3,741.00; SD Dept of Revenue, Public Health Lab Testing, \$70.00; SD Newspaper Service, Job Posting, \$141.28; SD Police Chiefs' Association, Post Form C - Self Score, \$472.50; SDVSOA, Membership Dues & Registration, \$175.00; Sinai Coop Elevator, Diesel for Sinai Shop, \$1,393.60; Sioux Equipment, Key Tags, Repair Gas Pump, \$685.71; Sioux Valley Cleaners Inc, WIC May Janitorial, \$460.00; Snap-On Industrial, Tools for Shop, \$88.81; Steven Ust, Building Inspections, \$700.00; Terry D Wieczorek PC, Crt Appt Attorney, \$1,314.94; Thomson Reuters, SD Court Rules 2018 Ed, Criminal & MV Law, \$442.00; Thomson Reuters - West, Software, Database, \$1,051.35; Tim Hogan, Crt Appt Attorney, \$3,381.25; Town & Country Shopper, Property Tax Notices, \$120.00; Town of Sinai, Utilities, \$64.00; Trane US Inc, Install Gas Regulators, \$1,756.04; Vandenberg Law, Crt Appt Attorney, \$1,833.00; Vantek Communications Inc, June North Repeater Fee, \$100.00; Verizon Wireless, Wireless Service, \$372.11; Walburg, Duane, Animal Control Mileage, \$96.60; Wallaroo Properties, Tax Certificates, \$8,904.64; Walmart Community, BCOAC DVD, Bluera, Office Supplies, \$568.36; Walmart Community, Camera Equipment, \$144.88; Walmart Community, Office & Meeting Supplies, \$169.84; Wellmark, COBRA Admin Service Fee, \$250.00; Wells Fargo, Wells Fargo CC Charges, \$1,455.65; Witchey, Kristen, Per Diem - Workshop Pierre, \$42.00; Yankton County Treasurer, Mental Illness Hearings, \$507.90; Zach Page, Per Diem - Training @Pierre, \$42.00; Clark County Auditor, Sioux Valley Commission Meeting, \$33.00

June Cell Phone Reimbursement: Bartley, Michael, \$75.00; Anderson, Jeffrey, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Thomas Bond, \$30.00; Brehmer, Jacob, \$30.00; Buseeth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Dejong, Darren, \$60.00; Doremus, Sean, \$30.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Hieb, Jere, \$30.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Jensen, Larry, \$75.00; Larry Klingbile, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Christopher Lilla, \$105.00; Littlecott, Laura, \$45.00; McCrea, Don, \$15.00; Miller, Stephne, \$75.00; Molengraaf, John, \$30.00; Moser, Misty, \$75.00; Nesvold, Teree, \$105.00; Zach Page, \$30.00; Pierce, Irene, \$45.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Scott, Michael, \$45.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Sweebe, Bart, \$105.00; Umberger, Charles, \$45.00; Witchey, Kristen, \$75.00.

Department Head Reports

Sheriff Martin Stanwick said there are 16 inmates in jail and 140 individuals participating in the 24/7 program.

Stanwick said the following are volunteers in the Sheriff's Department that should be listed in the minutes for work comp purposes: Carter Davis and Iesha Woldt.

Krogman asked if the surrounding communities are still looking for bed space. Stanwick said he has agreements with a few surrounding counties, but is holding off on renting the beds out because inmate numbers could go up at any time.

Highway Superintendent Richard Birk discussed the box culvert project Winsor Township will be working on. Birk said Winsor Township would like the county to pay for the culverts at a cost of \$17,341.00. Birk said the township would cover the rest of it. Miller said she must have

misunderstood the request. She said she didn't know there was another set of culverts that they wanted the county to pay for. Birk said this is one request for projects at two different sites. Krogman asked for the total cost of the projects. Birk said roughly \$31,000. Krogman said the board only saw one bid for three culverts, not one bid for five culverts.

Commission Department Director Stacy Steffensen showed the board the bids presented at the April 17th commission meeting. Miller said the board agreed to pay for the culverts. Krogman said the board did agree to pay for the culverts at the original bid price. Pierce asked for the minutes to be pulled from the last commission meeting. In the minutes, Steffensen said only one of the two bids was presented to the board at the May 15th meeting. Steffensen said the board agreed to pay for 3-40' culverts at \$7,446.00, so the second project must have been left out accidentally. Bartley suggested that a formal agreement with accurate numbers be signed by Winsor Township and presented to the board with discussion and board action.

Steffensen said both bids were included in the April 17th packet for the board to look at. Pierce said she is okay with providing all five culverts. She said this might have been the board's mistake opposed to Winsor Township's mistake because the documents were all in the packet. Miller agreed with Pierce. Miller said the board misunderstood and thought it was only for one site and not for two different sites. Jensen asked if the board will require them to hire an engineer because if so, that will double the cost. Birk said Winsor Township just needs to verify that the flow line is correct, the elevation of flow line is correct, the culvert size is correct, and conduct a drainage investigation of the area.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., the board held the Second Reading and Public Hearing on Ordinance #2018-04: an ordinance authorizing rezoning of "South 245' of the West 246' of the East 495' of the SE ¼ of the SW ¼ of the Section 3, T109N, R50W, Brookings County, South Dakota (Medary Township)" from an Agricultural District to a Joint Jurisdiction R-1A District.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Pierce to sign Ordinance #2018-04: an ordinance authorizing rezoning of "South 245' of the West 246' of the East 495' of the SE ¼ of the SW ¼ of the Section 3, T109N, R50W, Brookings County, South Dakota (Medary Township)" from an Agricultural District to a Joint Jurisdiction R-1A District.

Chairperson Pierce opened the public hearing and called for proponents.

County Development Director Robert Hill said this request was heard at the joint City/County Planning & Zoning Commission Meeting on May 1st. Hill said that board recommended the Brookings County Board of County Commissioners to not approve this request.

Property owner Steve Hougland said he would like to rezone some land just west of his property so his son can build a home on it. Hougland said it will be right on the edge of the flood plain, but they will fill that in.

Pierce asked Hill to address the applicants request and how it differs from a manufactured/mobile home. Pierce said sometimes the county will allow the less than 35 acres per the family member rule. Hill said that would be a secondary/temporary home and once that individual stops living there it has to be removed within 90 days. Hill said this request is to rezone the property.

Chairperson Pierce called for opponents. Hearing none, Chairperson Pierce closed the public hearing.

Commissioner Krogman said spot zoning is something that we don't want to start doing. He said the county needs to stay consistent. Miller said she trusts the County Planning & Zoning Board

and agrees that we cannot start spot zoning. Bartley said spot zoning is a tough thing to start and it would be appropriate not to begin to. Jensen said he also agrees that spot zoning wouldn't be appropriate.

Roll call vote: Miller "no," Krogman "no," Bartley "no," Jensen "no," Pierce "abstain."
Motion failed.

Department Head Reports

Highway Superintendent Richard Birk continued with his report. Birk said he would like to hire two temporary employees to work from July to September. He said one of his positions is vacant and another staff member is out due to an injury.

By consensus, the board agreed to hire two temporary employees to work from July to September.

Birk said he signed agreements with Banner Associates, Inc. and Geotek for the preservation grants for 2018. He said he also met with two Banner Associate representatives and discussed bridge agreements.

Birk said he talked with people in Lake Hendricks Township about road signs.

Birk said he visited with Justin Brandt of Novita about signage to keep trucks delivering to Novita on paved roads.

Birk said Lead Foreman Jeff Anderson is working with Prussman's to finish up ditch work by North Grove.

Finance Officer Vicki Buseth said she and Commission Department Director Stacy Steffensen have been busy getting budgets ready for the budget hearings next week.

Buseth updated the board on the kiosk, which prints motor vehicle registrations to anyone within the state of South Dakota. She said the state made different specs for the kiosk. She said the location at the Sheriff's Office isn't compliant with ADA regulations. She said she will keep the board posted.

Buseth said the Primary Election went very smoothly for Brookings County considering most of the counties were experiencing glitches with the e-pollbooks. Buseth said none of the voters in Brookings County were affected by that. Miller commended the Election Day crew for their hard work.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Nikki Eining presented information about the Week of Impact to the board.

Department Head Reports Continued

Director of Equalization Chris Lilla said he attended the SDAAO Conference.

Lilla said there's a new TIF District in Volga; it's possible that he may hire an outside appraiser to do that appraisal.

SCHEDULED AGENDA ITEM

As scheduled at 9:45 a.m., Gala Days Chairperson Pat Tingle requested to close Broadway Street/County Road 23 in Aurora, SD for Aurora Gala Days on August 4th.

Tingle said he's reached out to Valero, Ag First, and Novita about closing it for the event. He said it would be closed from 7:00 a.m., Saturday, August 4th to 2:00 a.m., Sunday, August 5th.

Krogman asked Sheriff Martin Stanwick if he has any concerns. Stanwick said there's been no issues.

Motion by Miller, seconded by Jensen to approve closing Broadway Street/County Road 23 in Aurora, SD for Aurora Gala Days on August 4th.

All members voted "aye." Motion carried.

Department Head Reports

County Development Director Robert Hill attended a Tri-State EM meeting in Sioux Falls; attended a State OEM EOC exercise in Mitchell; attended the Joint Jurisdiction Area Meeting; attended a LEPC Meeting; traveled to Yankton County in preparation of the USDOT Technical Assistant Grant; attended a Planning Meeting; and worked on Ordinances with States Attorney Teree Nesvold, Commissioner Pierce, and County Development Deputy Director Richard Haugen.

Hill discussed radio issues with the board. Hill said the south repeater battery needs replacement, which costs \$490.99. He also said they had to reset the north repeater because they found problems with it during the warning siren test.

Hill discussed broadcasting the Planning & Zoning Meetings on the county's television channels.

Currently, Hill said the County Development Director records each planning meeting that requires a public hearing. He said those recordings are archived for two purposes, one is to type minutes from the meeting and the other is to have a record of the meeting that can be transcribed in case an attorney needs an official transcript.

Miller said she thinks that broadcasting the meetings is a good idea. Jensen also said that it is a good idea. Bartley said it would be appropriate to have IT Specialist Shawn Plowman run the AV room to control the cameras and insert the needed inputs.

Pierce asked about the fire that happened north of town a few weeks ago. Hill said his office was not called out on that matter. He said he doesn't typically respond to motor vehicle accidents or fires, unless it involves hazardous materials.

Chairperson Pierce declared a 10 minute recess.

REGULAR BUSINESS

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-61: an agreement between Pictometry International Corp. and Brookings County, SD. Background information was provided by IT Specialist Shawn Plowman.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-62: a State of South Dakota, Department of Transportation Bridge Improvement Grant Agreement for rehabilitation/replacement of structure number 06-169-238.

Background information was provided by Highway Superintendent Richard Birk.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-63: a State of South Dakota, Department of Transportation Bridge Improvement Grant Agreement for rehabilitation/replacement of structure number 06-147-200.

Background information was provided by Highway Superintendent Richard Birk.
All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-64: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Bartley to approve and authorize Chairperson Pierce to sign Agreement #18-65: an application for voluntary right-of-way donation between Brookings County and Curtis Nelson. Background information was provided by Highway Superintendent Richard Birk.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-66: an Election Agreement for Brookings County. Background information was provided by Deputy Finance Officer Kristen Witchey.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Pierce to sign a right-of-way certificate for project number BRF 6319(00)17-74, PCN 06HT. Background information was provided by Highway Superintendent Richard Birk.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Pierce to sign a utilities certificate for project number BRF 6319(00) 17-4, PCN 06HT. Background information was provided by Highway Superintendent Richard Birk.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Jensen to approve a request to hold a fireworks display at Meadow Creek Golf Course near Volga on Friday, June 8th at dusk. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

The board canvassed election results from the June 5, 2018 Primary Election.

Motion by Miller, seconded by Bartley to approve the election results from the June 5, 2018 Primary Election. Roll call vote: Bartley “aye,” Krogman “aye,” Jensen “aye,” Miller “aye,” Pierce “aye.” Motion carried.

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

Steffensen said she had a request to change the date of the July 3rd Commission Meeting. The board decided to leave the date as is.

Steffensen included an article from the Brookings County Historical Society's newsletter regarding the walking plow that was placed under the stairwell on first floor of the Government Center.

Steffensen discussed upcoming dates with the board.

Deputy States Attorney Steve Britzman had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Jensen stopped at the Brookings County Outdoor Adventure Center to check on part time staff; attended a BCOAC Advisory Board Meeting; conducted interviews for the BCOAC Director's position; and attended the Intergovernmental Meeting.

Commissioner Miller attended and discussed the 10-County Meeting; attended a Special Finance Meeting at the Domestic Abuse Shelter; and attended the Mayor's Appreciation Reception.

Commissioner Krogman attended the BATA Meeting; attended two Growth Partnership Meetings; attended a BCOAC Advisory Board Meeting; attended a Brookings Health Meeting; conducted interviews for the BCOAC Director's position; and attended the Intergovernmental Meeting.

Commissioner Bartley attended the ICAP Meeting; attended the E-911 Meeting; attended the East Central Behavioral Health Meeting; attended the Joint Jurisdiction Meeting; and attended the Mental Health Task Force Meeting.

Commissioner Pierce attended the BEDC Meeting; worked on ordinances; attended the E-911 Meeting; attended the Joint Jurisdiction Meeting; attended the Mayor's Appreciation Reception; attended the LECP Meeting; and attended the Planning & Zoning Meeting.

EXECUTIVE SESSION

Motion by Miller, seconded by Krogman to enter into Executive Session at 11:23 a.m., in accordance with SDCL 1-25-2(1), Personnel. All members voted "aye." Motion carried.

Motion by Bartley, seconded by Krogman to come out of Executive Session at 12:09 p.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Bartley, seconded by Krogman to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, June 19, 2018 at 8:30 a.m.

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Finance Assistant II
Brookings County

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