

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, AUGUST 7, 2018

The Brookings County Board of County Commissioners met in regular session on Tuesday, August 7, 2018 with the following members present: Lee Ann Pierce, Michael Bartley, Ryan Krogman and Larry Jensen. Stephne Miller was absent.

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 Jensen to approve the agenda for the August 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 July 24, 2018 Commission Meeting.

Travel Requests: Chris Lilla to attend a going-away party for a colleague on August 7th in Redfield; Jon Pike & Matt Christensen to attend a Highway Safety Grant meeting & Training on August 21st in Sioux Falls; Lee Ann Pierce to attend the South Dakota Leadership White House Conference on August 29th-31st in Washington, DC; Stacy Steffensen & Laura Littlecott to attend a Safety & Loss Conference on November 7th-8th in Pierre; Dane Larsen to attend a CIT Mental Health 40 Hour Class on November 26th-30th in Sioux Falls; Chris Lilla & Jacob Brehmer to attend an AG Land Workshop on August 27th in Sioux Falls.

Personnel Action Notices: voluntary resignation- Logan Ackerman, effective July 27, 2018; new hire- Part-time Correctional Officer Kelsey Miller at \$17.54, effective July 30, 2018; new hire- Deputy States Attorney Brianna Palomaki at \$52,377, effective August 6, 2018;

Human Services Report: case #18-090 for Brookings Municipal Utilities was approved; case #18-091 for Mills Property Management was approved; case #18-092 for Moriarty Rentals was approved; case #18-093 for Shirley Christopherson was approved.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract, \$77.55; Allegiant Emergency Services, Full Sets Bunker Gear, \$7,560.30; Anthony Teesdale, Court Appt Attorney, \$2,683.77; ATCO International, Hand Wipes, \$157.50; Bozied Oil Co Inc, Car Washes, \$323.96; Brookings City Utilities, COP Utilities, \$112.74; Brookings Convention & Visitors Bureau, Great 8 Program, \$30.00; Brookings Engraving, Nameplates, \$45.00; C&W Repair, Mower Repair, Recoil Repair, \$348.59; Carrie Boyd, 4H Dog Show Judge, \$140.32; Christopherson, Shirley, Rent, \$650.00; City of Brookings, Joint Bldg Costs, \$11,309.79; City of Brookings Landfill, Dispose Computers, Hardware, \$19.36; City of Bushnell, Third Cost Share Warning Siren, \$1,382.82; Creative Product Sourcing, DARE Supplies, \$1,301.20; Cummins Central Power Llc, Planned Maintenance Agreement, \$822.11; Darcy Lockwood, Inv Mental Illness Hearings, \$94.50; Donald McCarty, Court Appt Attorney, \$3,285.30; Doremus, Sean, Instructor Development Class, \$26.00; Ecolab Pest Elimination, Pest Elimination Service, \$87.87; Elizabeth Droke, 4H Dog Show Judge, \$105.04; Executive Mgmt Finance Office, June 2018 Tech Access Fee, \$54.50; First District Association, 4th Qtr Dues, \$10,723.28; Foerster Testing Limited, Test Gravel Pits, \$870.00; Franz Digital, Bond Paper, \$30.45; Gary E Mikelson, Inv Mental Illness Hearing, \$75.00; Gina Vanderwal, 4H Fashion Revue Judge, \$66.72; Global Archery, Archery Tag Complete Set, \$3,118.93; Hill, Robert, NACO Conf Per Diem, Reimbursement, \$1,215.59; Horn Law Office, Prof. Llc, CAA Inv Mental Illness Hearing, \$286.00; Interstate Battery System, Mower Battery, \$80.95; Interstate Telecom. Coop, BCOAC, Extension Phones, \$383.98; Janet Heiden, 4H Fashion Revue Judge, \$110.40; Jensen, Larry, NACO Per Diem, Reimbursments, \$329.00; Katterhagen, Mark, Inv Mental Illness Hearing, \$94.50; Kerri Cook-Huber, Inv Mental Illness Hearing, \$100.00; Knight's Defense, Uniforms, \$1,397.00; Konard O Hauffe Dds PC, Inmate Medical, \$361.68; Kylie Eckman, 4H Fashion Revue Judge, \$89.40; Lake County Auditor, 10 County Mtg Registration, \$55.00; Lewno, Lucy, Inv Mental Illness Hearings, \$604.38; Lisa Brandt, 4H Fashion Revue Judge, \$91.92; M&T Fire & Safety Inc, First Aid Refills, Medication, \$194.50; Matthew Bender & Co Inc, Criminal Const Law Full Set, \$408.05; McKeever's Vending, Inmate Commissary, \$597.04; Medary Village, Rent, \$550.00; Mediacom Llc, Aug Law Library Service, \$115.90; Midwest Glass, 2000 Chev Pickup Windshield, \$254.54; Mills Property Management, Rent, \$62.00; Moriarty Rentals, Rent, \$650.00; Nancy J Nelson, Court Appt Attorney, \$648.60; Northwestern Energy, Natural Gas, \$113.58; Office Depot Inc, Toner, \$280.99; Office Peeps Inc, Laser Cartridge, \$96.71; Office Peeps Inc, Office Supplies, \$242.78; Patricia J Hartsel, Transcripts, \$503.20; PCS Mobile, Office Docking Stations, \$961.35; Perkins Storage & Transfer, 4H Storage - 3months, \$540.00; Reed T Mahlke, Court Appt Attorney, \$4,681.20; RFD Newspapers Inc, Publishing, \$2,800.15; Rick Ribstein, Court Appt Attorney, \$2,897.92; Running's Supply Inc, Supplies, \$10.96; Sampson, Jim, ESRI Conf Per Diem, Reimbursement, \$1,647.56; Sanford Health, Inmate Medical, \$43.85; SD Dept of Public Safety, July-Dec Teletype Service, \$2,340.00; SD Dept of Revenue, Ethyl Alcohol Testing, \$35.00; SD State Treasurer, Unclaimed Checks to Pierre, \$210.08; SD Unemployment Insurance, Unemployment Benefits, \$1,560.00; SDACC, 3rd Qtr CLERP Payment, \$11,669.00; Sioux Valley Cleaners Inc, WIC July Janitorial, \$460.00; Square 9 Softworks Inc, Square 9 Support, \$1,040.00; Steffensen, Stacy, NACO Per Diem, Reimbursement, \$345.72; Steven Ust, Building Inspections, \$900.00; Thomson Reuters - West, West Info Charges, SD Codified Laws, \$1,468.02; Tim Hogan, Court Appt Attorney, \$937.00; Travs Outfitter, Ballistic Vest, \$675.00; Tyler Technologies, Accounts Payable Webinar, \$137.50; Vantek Communications Inc, North Repeater Aug Fee, \$100.00; VAR Technology Finance, Backup System, \$2,597.09; Verizon Wireless, Wireless Service, \$40.01; Walburg, Duane, Animal Control Mileage, \$23.10; Walmart Community, Phone Cards, \$210.00; Wells Fargo, Wells Fargo CC Charges, \$1,002.33; WW Tire Service Inc, Tire Repair, \$21.00;

Yankton County Sheriff, Service of Process, \$50.00; Aug Cell Phones: Kristin Heismeyer, \$150.00; Michael Taylor, \$210.00; Anderson, Jeffrey G, \$75.00; Bartley, Michael, \$75.00; Birk, Richard, \$105.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Thomas Bond, \$30.00; Brehmer, Jacob, \$30.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; DeJong, Darren J., \$60.00; Doremus, Sean, \$30.00; Gary Egeberg, \$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; Dane Larsen, \$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; 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

Highway Superintendent Richard Birk said he and a representative with Banner Associates, Inc. inspected bridges that had water going through and over the top of them. He said they both came out really well so that was good news. Birk said the culvert project on Highway 29 was finalized and the asphalt striping for the patching and overlay project was put together.

Birk said they've started chip-sealing in Moody County.

Finance Officer Vicki Buseth said they've been helping the towns and special districts with their levy requests.

Buseth said she and Deputy Finance Officer Kristen Witchey will be attending a Tyler Technology training in Oacoma next week.

Pierce asked if the state found a location for the kiosk, which prints motor vehicle registrations. Buseth said the state has not found a location for it.

Director of Equalization Chris Lilla informed homeowners whose homes were flooded to contact their office to see if there is any relief for them.

Lilla said his office has been busy reviewing all lake properties.

Lilla discussed upcoming dates with the board.

County Development Director Robert Hill said he assisted in the City/County Governmental Center Severe Weather Drill; attended a Joint Jurisdiction Area Mining Sub-Committee Meeting; attended a SDOEM Communications Drill; participated in the NACo Justice and Public Safety conference call; and attended a meeting with the City of Brookings City Manager Paul Briseno to discuss emergency management activities.

Hill discussed solar energy with the board. He said Brookings County has no restrictions on solar energy.

REGULAR BUSINESS

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Pierce to sign Resolution #18-25: a Bridge Improvement Grant Program resolution authorizing submission of

application for structure #06-153-200. Background information was provided by Highway Superintendent Richard Birk.

All members voted "aye." Motion carried.

RESOLUTION #18-25
A BRIDGE IMPROVEMENT GRANT PROGRAM RESOLUTION
AUTHORIZING SUBMISSION OF APPLICATION FOR STRUCTURE #06-153-200

WHEREAS, Brookings County wishes to submit an application/applications for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER(S) AND LOCATION(S):

06-153-200 (4 south and 1.7 west of Brookings on 216th Street.)

and WHEREAS, Brookings County certifies that the project(s) are listed in the county's Five-Year County Highway and Bridge Improvement Plan;

and WHEREAS, Brookings County agrees to pay the 20% match on the Bridge Improvement Grant funds;

and WHEREAS, Brookings County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners/Council: Yes 4 No 0

Dated at Brookings, SD, this 7th day of August, 2018.

Vicki Buseth
County Auditor/City Finance Officer

Lee Ann Pierce
Chairman/Mayor

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-82: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Pierce to sign Agreement #18-83: a Brookings County Pictometry Purchase Agreement between Brookings County and the East Central Regional Communication Council. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Pierce to sign Agreement #18-84: the East Central Regional Communication Council Joint Powers Agreement. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Oslo Township Supervisors Kevin Triebwasser and Dave Pederson were both present for discussion on a culvert project in Oslo Township.

Triebwasser said they have a 6' culvert near the intersection of 463rd Avenue & 218th Street that needs to be replaced as soon as possible. Triebwasser said the cost of the culvert and installation is approximately \$12,500. He asked the board if they would be willing to share some of the cost.

Highway Superintendent Richard Birk said the culvert is in pretty bad shape. Krogman said the county has paid 50% of the project costs for past township requests for assistance.

Motion by Krogman, seconded by Jensen to pay \$6,250.00 to Oslo Township for the replacement and installation of a new culvert. Krogman said the board will be budgeting \$100,000 to help assist the townships who need help in 2019.

All members voted "aye." Motion carried.

REGULAR BUSINESS

Motion by Jensen, seconded by Krogman to declare a commissioners' desk as surplus property and to be disposed of. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

The board discussed the drainage issue on 34th Avenue.

Commissioner Jensen said the culverts are still sitting full of water. He said there's a drainage concern in that area. Jensen asked what kind of solutions are out there for this new road.

Highway Superintendent Richard Birk said they could raise the road again, add additional culverts, or dig the ditches deeper. Birk said if you dig, you will hit ground water. He said he recommends raising the road again.

Bartley said as the mining continues, the condition will worsen. Bartley said elevating the road sounds like the only option. Birk said he will contact Banner Associates and get cost estimates on something that would improve the road.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Medary Township Chairman Marc Richards discussed the limited hydraulic assessment of the floodplain along 217th Street, between 468th Avenue and 469th Avenue in Medary Township.

Richards said Banner Associates, Inc. did the limited hydraulic assessment of the floodplain. From the results, he said it was concluded that the addition of extra culverts would have little impact on the water surface elevation.

Richards said they've decided as a township that it is their job to maintain access on 217th to the landowners, but they still need to look at the larger problem. He said the problem is the dike that sits north of 216th street.

Richards said Banner Associates would be willing to lead the process in finding a solution for the dike. He said there is an application process to re-install and repair that dike.

Pierce said there is a serious drainage problem in that area of the county and suggested that as the drainage board, they look at partnering in the submission of that application. She said it is a big enough issue and it affects a lot of tax payers; we need to step in and help.

Bartley said we need to address it, but is concerned about the process with Corps of Engineers because a person usually hits a wall with them.

By consensus, the board agreed to partner up with Medary Township and start the application process.

REGULAR BUSINESS

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen said the City of Brookings Planning Commission is holding a public hearing regarding the formation of a TIF District on Tuesday, August 7th at 5:30 p.m.

Steffensen discussed upcoming dates with the board.

Steffensen asked the board which budget line they want to take the money out of for the Winsor and Oslo Township culvert projects. Highway Superintendent Richard Birk said the money can come out of the highway budget, but said they won't be paid until the work has been completed.

Steffensen discussed the strategic plan with the board, as well as the work plan. Pierce said she would like to see the board put more thought into the water drainage master plan for Brookings County. She said it would be possible to put together a joint powers agreement with the City of Brookings to look at drainage issues within the Joint Jurisdiction Area.

By consensus, the board authorized Commissioners Pierce and Bartley, who sit on the Joint Jurisdiction Area board, to discuss the drainage concerns with the committee.

Steffensen discussed the department head review process with the board.

Deputy States Attorney Steve Britzman discussed a proposed Use & Restoration Haul Roads Agreement for a wind tower project. He said a number of roads will be used during that project, and he wants to ensure that Brookings County roads are protected. He asked the board if they want to establish a fee of \$1,500 per road for the use of the roads during the project.

Highway Superintendent Richard Birk said he doesn't know if anyone has charged a fee in the past, but it has merit. County Development Director Robert Hill said if we are going to charge this company a fee, we need to charge everyone a fee to use the roads. Birk said we are anticipating damage to our roads because of the size of the equipment being used and the size of the project. Pierce asked if this agreement is solely for county roads. Britzman said yes, this agreement does not include any township roads.

Krogman said he agrees with entering into an agreement, but isn't sure he agrees with charging a fee for people to use our roads. Jensen said the county already charges for permits so he doesn't think we need to establish another fee to use the roads during the project. Bartley said he doesn't know that we will be spending extra hours to inspect the condition of the roads so he doesn't think a fee is necessary.

By consensus, the board agreed to move forward with no fee in the agreement.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Jensen attended parades in White, Bruce, & Aurora; attended Achievement Days; and attended the 4-H Pork Feed.

Jensen said he was asked by several township supervisors if there was any chance of recouping any costs from the flood damage. Hill said there wasn't enough damage within Brookings County to warrant it.

Commissioner Krogman attended a BCOAC Meeting with Game, Fish and Parks; attended a BATA Meeting; met with Commission Department Director Stacy Steffensen to discuss the idea of meeting with all of the small towns and townships; attended a Hospital Board Meeting; and attended another BATA Meeting;

Commissioner Bartley attended the joint City/County Safety Picnic; attended a Mining Sub-Committee Meeting; attended the BEDC Vision Meeting & Social; attended the 4-H Pork Feed.

Commissioner Pierce attended and reported on the BEDC Meeting. She said BEDC is submitting an application for the Communities of Excellence program. She said the application process costs \$20,000, which has been paid for, and she said ten entities will hopefully be participating. She said they follow the Baldrige System for analyzing and evaluating your community. Pierce asked the board if they would be interested in contributing \$1,000 to put towards the application fee and participate in the process.

By consensus, the board agreed to contribute \$1,000 to put towards the application fee and to participate in the process.

Pierce attended an E-911 Meeting; attended the Vision Brookings Summer Reception; and attended the 4-H Pork Feed.

EXECUTIVE SESSION

Motion by Bartley, seconded by Krogman to enter into Executive Session at 10:56 a.m., in accordance with SDCL 1-25-2(3), consulting with legal counsel. All members voted "aye." Motion carried. Motion by Bartley, seconded by Krogman to come out of Executive Session at 11:26 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Krogman, seconded by Bartley to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, August 21, 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.

Jenna Byrd
Finance Assistant II
Brookings County