

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, AUGUST 18, 2020

The Brookings County Board of County Commissioners met in regular session on Tuesday, August 18, 2020 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 at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Krogman to approve the agenda for the August 18, 2020 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Krogman, seconded by Jensen to approve the consent agenda. Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried. The consent agenda consisted of the minutes from the August 4, 2020 Commission Meeting.

Travel Requests: Jacob Brehmer & Reid Squires to attend Soil Adjustment Field Tours on August 13th in DeSmet; Eileen Aberle to attend State VSO School on August 24th-27th in Pierre; Michael Holzhauser to attend State VSO School on August 24th-27th in Pierre; Lori Schultz to attend online Leadership Training through NACo September through December; Commissioners, Department Heads and Deputies to attend Fall Convention on September 13th-15th in Sioux Falls; Sonia Mack to attend the State Horse Show and the SD State Fair on August 29th-30th and September 1st-7th in Huron.

Personnel Action Notices: voluntary resignation- Paulette Heesch, effective June 2, 2020; voluntary resignation- Maci Law, effective June 3, 2020; annual review- Lynn Cramer to \$24.83, effective August 1, 2020; voluntary resignation- Paige Wiehr, effective August 11, 2020; voluntary resignation- Zachary Erickson, effective August 14, 2020; position change- to full-time Equipment Operator Colin Walth at \$18.34, effective August 17, 2020.

Human Services Report: case #20-071 for utilities was approved; case #20-072 for rent was approved; case #20-073 for rent was approved; case #20-074 for utilities was approved; case #20-075 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

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

605 Custom Design LLC, Bic Clic Pens, \$180.00; A&B Business Inc, Copier Contract, \$301.48; Agfirst Farmers Coop, Heating Lp, Rodeo, \$461.90; Alertsense Inc, Alertsense Core Ipaws, \$1,750.00; Allegra Print & Imaging, Business Cards, \$89.91; Alphamedia Usa LLC, Sales Blitz Package, \$420.00; Amp Electric Constructi, Visitation Booth Wiring, \$318.37; Aurora Auto Body & Glas, Patrol Vehicle Repairs, \$700.64; Aurora Auto Body & Glas, Patrol Vehicle Repairs, Fuel, \$764.28; John Austin, Boots Reimbursement, \$233.64; Avera Medical Group, Inmate Medical, \$45.05; Avera Medical Group - A, Inmate Medical, \$32.00; Jordyn Bangasser, Court Appointed Attorney, \$1,018.50; Halley Becking, Honorarium-Beef Show Ju, \$210.48; Boarman Kroos Vogel Group, Det Center Exp Prof Ser, \$25,498.15; Bobcat Of Brookings, Bucket/Filter, \$1,270.05; Bowes Construction, Asphalt, \$27,405.93; Boyd Law Firm, Execution, \$1,400.18; Carrie Boyd, Honorarium-Dog Show Jud, \$115.32; Boyer Trucks, Parts/Wire Assembly/Air, \$629.79; Lisa Brandt, Honorarium-Display Exh, \$81.92; Breit Law, Execution, \$1,665.96; Brookings City Utilitie, Bcoac Irrigation, Comm Health/Courthouse, Water/Sewer/Electric/Tele, Phone Service, Water For Truck Shed, Past Due/Disconnect Balance, Detention Center Util, \$10,839.92; Brookings City Utilitie, Det Center, \$3,369.28; Brookings Credit Bureau, Execution, \$6,415.67; Brookings Health System, July Blood Alcohol Test, \$5,958.00; Brookings Powersports, Stabilizer/Tighten Rear, \$407.39; Brookings Property Mana, Rent, \$650.00; Brookings Register, Your Life At SDSU, Publications, \$1,007.90; Brookings-Deuel Rws, Bruce Shop Water, \$23.40; Buffalo Ridge Newspaper, Conditional Use Permit, \$180.60; Buhls Of Brookings Clea, 3 Rugs, Jail Supplies, \$120.70; C&R Supply Inc, Repair Parts, \$3,458.45; Carquest Auto, Parts/Materials, \$1,727.39; Century Business Produc, Jail/Front Office Copier, Monthly Copier Maintenance, \$586.47; CHS, Diesel, \$20,235.23; Cintas Corporation, Logowear, \$141.68; City Of Brookings, Safety Picnic Ice Cream, August Bill, E911 March, April, May, \$104,047.85; City Of White, Water/Sewer/Electric, \$84.50; Clark Engineering, Overlay, \$19,725.97; Compass Counseling & As, Psychosexual Assessment, \$3,600.00; Concrete Materials Inc, Pearock, \$22,069.70; Connecting Point, Support Contract, \$1,390.00; Cook's Wastepaper & Rec, Single Stream Service, Highway Dept, Courthouse & Bcoac Serv, \$537.98; Dakota Data Shred, Pickup, \$164.69; Mary Deleeuw, Honorarium-Display Exh, \$64.70; Department Of Motor Veh, Title, License, Mailing, \$21.20; Diamond Mowers Inc, Bushing/Relief Valve, \$254.82; Diesel Machinery Inc, Failed Broom Core, \$690.00; Elizabeth Droke, Honorarium-Dog Show Jud, \$80.04; Duininck, Material, \$1,712.17; Kylie Eckman, Honorarium-Display Exh, \$81.50; Econo Lodge Inn & Suite, 5 Nights Of Housing, \$364.25; Jim Effling, Honorarium-Rabbit Show, \$112.60; Einspahr Auto Plaza, Patrol Vehicle Maint, \$73.97; Election Systems & Soft, Layout Coding Of Ballot, \$7,958.49; The Exchange, Replacement Sights, \$124.50; First Bank & Trust, August Jail, \$3,007.34; Fite, Pierce & Ronning, Court Appointed Attorney, \$2,910.00; Flint Hills Resources,, Road Oil, \$378,033.87; Gass Law, Pc, Court Appointed Attorney, \$68.45; Geotek Engineering Inc, Testing On The Overlay, \$4,480.00; Avery Gilchrist, Honorarium-Rabbit Show, \$50.00; Patricia J Hartsel, Grand Jury Transcriptio, \$569.60; Hillyard/Sioux Falls, Janitorial Items For Bc, \$84.20; Hoffman, Mary, Honorarium-Display Exh, \$81.08; Tim Hogan, Court Appointed Attorney, \$3,173.90; Hometown Service & Tire, Oil/Washer Fluid, \$174.99; I State Truck Center, Switch, \$61.06; Interstate Battery Syst, Battery For Mower, \$241.90; Interstate Telecom. Co, Extension Phones, \$373.25; Jackrabbit Sports Prope, Jackrabbit Sports Spons, \$1,000.00; Jebro Inc., Road Oil, \$27,392.33; Joshua Johnson, Honorarium-

Poultry Show, \$115.12; Lori Jorenby, Honorarium-Display Exh, \$50.00; Kibble Equipment LLC, Break Oil, \$16.93; Kimball Midwest, Shop, \$3,244.09; Kingbrook Rural Water, Water Sinai, \$33.00; Kobernusz, Eric, Honorarium-Horse Show Judge, \$192.40; L&L Auto & Truck Parts, Tools/Equipment, Patrol Vehicle Parts, \$1,579.12; L.G. Everist Inc, Erosion Stone, \$780.13; Dayton Landmark, Honorarium-Display Exh, \$67.64; Lewis & Clark Behaviora, BMI Intake, \$184.00; Lewis Drug Store, July Bill, \$1,333.54; Light & Siren, Radio, \$863.00; Lincoln County Auditor, Mental Illness Expenses, \$1,071.35; Manatron Inc, Proval Plus Support Mai, \$11,173.00; Matheson Tri-Gas Inc, Oxygen, \$62.89; Mckeever's Vending, Inmate Commisary, \$304.76; Mcleod's Printing & Off, Absentee Envelopes, \$1,750.00; Mediacom LLC, Law Library Internet Se, \$160.57; Mid States Audio Inc, Service Request For Cou, \$233.50; Nancy J Nelson, Court Appointed Attorney, \$660.57; Newegg Business Inc, Multiple Invoices, \$4,319.31; Northwestern Energy, Natural Gas Usage, Heat For Truck Shop, Truck/Highway Shop, \$101.24; Oaklake Township, Culvert Grant Reimburse, \$4,714.82; Office Peeps Inc, Installation Chairs, Office Supplies, Toner & Postits, Furniture-Waiting Room, Misc Supplies, \$6,580.80; Prussman Contracting Co, Pea Rock, \$21,531.25; Quadient Leasing Usa, I, Postage Machine Lease, \$1,521.00; Qualified Presort Service, 7/1-7/31, \$51.04; Pam Raeder, Honorarium- Display Exh, \$90.32; Razors Edge Grounds Keeping, Mow, \$2,835.00; RC First Aid, First Aid Kit Refills, Jail Otc Supplies, Adult Pads For AED, \$203.00; RDO Equipment Co, Bulk Def/Stock Filters, \$4,666.80; RFD Newspapers Inc, Publications, \$968.57; Rick Ribstein, Court Appointed Attorney, \$3,015.75; Richard-Ewing Equip Inc, Jail Repairs, \$109.50; Marie Robbins, Honorarium-Display Exh, \$50.00; Rounds Construction, Pea Rock Hauling, \$34,033.64; Brad Ruden, Honorarium-Display Exh, \$60.08; Running's Supply Inc, Janitorial Items, Fittings/Welding Jacket, Brass Case/Pedstal, \$1,753.72; Safe-N-Secure, Hid Cards, \$537.19; Isaac Salfer, Honorarium- Goat/Cow Ex, \$83.40; Satellite Tracking Of P, Blutag Active, \$1,027.00; Brandi Schaap, Honorarium- Goat Show Judge, \$165.32; Schaffer Law Office, Pr, Professional Services, \$4,498.55; SD Attorney General's O, 24/7 Sobriety Program, \$3,755.00; SD Dept Of Transportati, Maintenance, \$46,658.59; SD Sheriff's Associatio, Savin Maintenance Fee, \$880.00; SDACC, Fall Conv Registration, \$2,035.00; SDACC, 3rd Quarter Clerp Pymt, \$14,111.00; SDACO, Rod Mod&Pres Relief Fun, \$1,334.00; SDVSOA, Annual Conference, \$200.00; SHI International Corp, Microsoft Select, \$3,740.00; Sioux Falls Rubber Stam, Stamp, \$49.15; Sioux Valley Energy, Electric, \$247.00; Ida Slocum, Honorarium- Display Exh, \$55.88; Southpaw Defense, SD Enhanced Concealed C, \$450.00; Stryker Sales Corporati, Deputy Batteries, \$408.45; Sturdevant's Auto Parts, Tools/Parts, \$435.92; Sturdevant's Auto Parts, Lock Pin, \$1.56; Team Laboratory Chemica, Road Patch, \$1,541.00; Bailey Thompson, Honorarium-Companion A, \$66.80; Thomson Reuters - West, August Statement, \$360.50; Town & Country Shopper, Suppost 4H Clover Ad, \$194.00; Town Of Sinai, Sewer And Garbage, \$64.00; Transource, Parts, \$698.27; Two Way Solutions Inc, Whip/Cable, Qrtly Maint Contract, \$712.94; Uline, Gloves, \$84.06; Ups Store, Mailing, Postage, \$45.70; Steven Ust, Inspections, \$500.00; Van Diest Supply Compan, Chemical, \$2,238.75; Gina Vanderwal, Honorarium- Display Exh, \$54.20; Sadie Vanderwal, Honorarium- Display Exh, \$50.00; Ver Beek Law Prof, LLC, CAA Inv Mi Hearing, \$237.70; Eddie Victor, Ditch Clean Out, \$750.00; Village Estates Ldp, Rent, \$625.00; Walburg, Duane, Animal Control Mileage, \$49.56; Walmart Community, Walmart Community, \$141.66; Wheelco Truck & Trailer, Parts, \$2,027.50.

Department Head Reports

Highway Superintendent Brian Gustad updated the board on the bridges south on Highway 77 and the work being done on County Road 46 and County Road 26.

Gustad said the 2020 Chip Seal project commenced on July 30th and was completed on August 5th.

He also discussed County Road 12/214th Street with the board. He said the crews placed clay shoulder material there and capped over the top of the clay with surface gravel. He said this work was performed due to the erosion of the road bed material caused by the diversion of the Big Sioux River in Medary Township. Gustad recommends armoring that stretch of roadway with rip rap, which is an unbudgeted expense.

Pierce said two separate people approached her regarding how steep the ditches were along that stretch and asked if there were any safety measures that could be put in place. Gustad said as the materials settle, they will have to keep adding rip rap and material to it. Gustad said they do have guard rails but it wouldn't support it.

Finance Officer Vicki Buseth said there is one mobile home sale for non-payment of taxes. Buseth said they've been submitting claims for reimbursement for CARES Act funding. She said Senior Finance Assistant Jenna Byrd has been working on getting poll workers for the General Election.

Buseth encouraged the public to call the Finance Office if they have questions regarding absentee voting.

Buseth said TIFs 3 and 4 for the City of Brookings have been paid off and will be coming off the books.

Pierce asked if people are able to track their ballots if they choose to do a mail-in ballot. Byrd said yes, they are able to go to the Secretary of State's Office to track their ballot and check their voter registration form.

Finance Officer's Report

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

July 2020

<i>Total amount of deposits in banks.....</i>	<i>\$30,329,612.71</i>
<i>Total amount of actual cash: Currency.....</i>	<i>\$4,967.00</i>
<i>Coins.....</i>	<i>\$1.31</i>
<i>Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...</i>	<i>\$63,146.68</i>
<i>Itemized list of all other items.....</i>	<i>\$9,504.81</i>
<i>TOTAL.....</i>	<i>\$30,407,232.51</i>

Commission/HR: \$26,185.04; Finance Office: \$30,059.12; States Attorney: \$37,931.21; Equalization: \$26,458.52; Register of Deeds: \$12,711.60; Sheriff's Office: \$159,044.61; Coroner: \$461.54; Community Health: \$4,665.70; Extension: \$2,768.23; Weed: \$7,338.39; Planning/Zoning: \$8,494.10; Highway: \$74,721.17; Emergency Management: \$5,832.60; BCOAC: \$9,033.80; Technology: \$12,480.00.

AFLAC: \$3,766.38; Avesis: \$1,310.04; Office of Child Support: \$1,342.00; Delta Dental: \$5,810.10; Flex One: \$1,985.46; Principal Life Insurance: \$1,750.72; Local Teamsters: \$1,057.00; SDRS: \$47,504.52; SDRS Supplemental: \$1,975.00; EFTPS: \$96,480.23; Wellmark: \$95,105.18; AFLAC Group/CAIC Primary: \$246.60.

Be it noted, the expenditure adjustments for the month of July 2020 were presented to the board. \$4,882.25 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 July 2020 in the amount of \$45,040.50 was presented to the board.

County Development Deputy Director Richard Haugen said their office continues to stay busy.

BCOAC Director Dustin Huber updated the board on the attendance at the facility, as well as activities that have taken place.

Huber said Outlaw Graphics came and installed a new film over the Lexan. He said Trane will be coming in to do routine maintenance.

Huber said he was approached by an individual about being able to host a wedding reception at the facility. He asked if alcoholic beverages were allowed into the facility. Krogman said the facility is an alcohol free facility.

Veterans & Human Services Director Michael Holzhauser said he and his deputy will be attending VSO School so the office will be closed August 24th-28th. Holzhauser said BMU will be sending out disconnect notices and will be disconnecting the first part of next month.

Pierce asked Holzhauser if he and States Attorney Dan Nelson could work together and explain to the board at the next meeting what state statutes say about utility bills and what the county's obligations are.

Motion by Krogman, seconded by Boersma to approve the third quarter General Fund transfer per budget appropriations from General Fund 101-4-911-4294 to Highway Fund 201-3-371-0000 in the amount of \$750,000.

All members voted "aye." Motion carried.

REGULAR BUSINESS

Motion by Pierce, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-46: a plat of Lot 11A, Block 2, Sunset Point Addition in Government Lots 3 & 4 of Section 22, Township 112 North, Range 47 West of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Boersma, seconded by Jensen to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-47: a plat of Lots 1-5 in Block 1 in Paradise Point Addition in Government Lot 2, Section 22, Township 112 North, Range 47 West of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Jensen, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-48: a plat of Lot 44A of the First Addition of Lake Poinsett Heights Subdivision in Lot 2, Section 5, T112N, R52W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Boersma, seconded by Krogman to approve for recording purposes and authorize Chairperson Bartley to sign Resolution #20-49: a plat of Lot 12 of Ramlo Shores Subdivision in Government Lot 4 in Section 21-T112N-R47W of the 5th P.M., Brookings County, South Dakota.

Background information was provided by County Development Deputy Director Richard Haugen.

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

Motion by Krogman, seconded by Boersma to approve for discussion purposes only a grant request made by Alton Township.

Commission Department Director Stacy Steffensen said the application was submitted prior to the applicant meeting with Highway Superintendent Brian Gustad, which is a requirement on the application. Steffensen also said the size of the culverts does not fit the criteria laid out in the application. Historically, Steffensen said the commission has denied requests because the size of the culverts did not meet the minimum size requirements.

Gustad said he went out to the site and measured the culverts himself and determined that the culverts do not meet the sixteen square feet or more criteria. Gustad said the application asks to increase the size of culvert from 24” to 36”, which still goes against SDCL 31-14-27 as 2- 36” culverts together is less than 16 square feet. He said there is no drainage study to prove the change would be sufficient enough to handle a 10-year flood event.

Pierce said she’s okay with saying to the township the culverts they want to put in are not big enough, but said she’s uncomfortable saying to them that the board won’t fund them because they have to pay for a study. Jensen said Gustad isn’t saying that the township has to put in a 16 square foot culvert; he’s saying the culvert that’s in place has to be 16 square feet to qualify for the culvert program. Jensen said he doesn’t think the pricing on the culvert is correct with what TruNorth charges either.

Pierce said she’s worried about the townships and wants to help where they can help.

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

Action failed due to lack of a motion being made.

Motion by Boersma, seconded by Krogman to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement due to double payment in the amount of \$2,142.00, receipt #00518169, Human Services Department GL line 101-4-441-4241.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for three temporary election workers in the Finance Office. Background information was provided by Senior Finance Assistant Jenna Byrd. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Truck Driver, which is a split position between Weed & Pest and Highway Departments. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said she would like to set a date for department head evaluations. The board set a date of Tuesday, October 27th.

Steffensen said City of Brookings Public Information Officer Chelsie Bakken asked if the board would be okay lighting up the Government Center in purple and gold in light of the 100th Anniversary of the Ratification of the 19th Amendment Granting Woman the Right to Vote. By consensus, the board agreed to lighting up the Government Center in purple and gold.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended the Public Affairs Meeting; attended the East Brookings Business Board Meeting; met with Commission Chairperson Bartley, City Manager Paul Briseno and City Attorney Steve Britzman and discussed the Detention Expansion Project.

Commissioner Boersma attended the CDI Golf Outing and attended the Brookings Behavioral Health & Wellness Meeting.

Commissioner Krogman attended a Joint BATA & Brookings School District Meeting and attended the CDI Golf Outing.

Commissioner Jensen attended the Conservation District Meeting and attended the CDI Golf Outing.

Commissioner Bartley attended the Planning & Zoning Meeting; attended the CDI Golf Outing, and met with Commissioner Pierce, City Manager Paul Briseno and City Attorney Steve Britzman and discussed the Detention Expansion Project.

EXECUTIVE SESSION

Motion by Krogman, seconded by Boersma to enter into Executive Session at 9:29 a.m., in accordance with SDCL 1-25-2(1)(3)(4)(6), personnel, consulting with legal counsel, contract negotiations and security. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to come out of Executive Session at 11:38 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, September 1, 2020 at 8:30 a.m.

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Jenna Byrd
Senior Finance Assistant
Brookings County

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