

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, SEPTEMBER 1, 2020

The Brookings County Board of County Commissioners met in regular session on Tuesday, September 1, 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 Boersma, seconded by Jensen to approve the agenda for the September 1, 2020 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(3), consulting with legal counsel was added to the Executive Session.

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 August 18, 2020 Commission Meeting at the minutes from the August 20, 2020 Commission Meeting.

Personnel Action Notices- voluntary resignation- Jonathon Sundet, effective June 1, 2020; temporary/seasonal position ended- Samuel Adams, effective August 14, 2020; new hire- part-time Female Correctional Officer Anna Sells at \$18.34, effective August 18, 2020; new hire- part-time Male Correctional Officer Riley Schott at \$18.34, effective August 19, 2020; annual review- Amanda Miiller to \$16.19, effective September 1, 2020; annual review- Eileen Aberle to \$22.64, effective September 1, 2020.

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.

3D Specialties Inc, OM3 Stripe Down, \$4,979.20; A&B Business Inc, Copier Contract, \$518.70; Anderson, David, Crt Appointed Attorney Ref, \$163.50; Aragon, Antonio, Translation Services, \$87.50; Arlington Fire Department, Fire Premium Refund, \$2,646.21; Astoria Fire Department, Fire Premium Refund, \$587.23; Aurora Fire Department, Fire Premium Refund, \$6,504.74; Avera

Medical Group, Inmate Medical, \$822.77; B&H Contractors Of South Dakota, Rock, \$978.00; Badger Fire Department, Fire Premium Refund, \$557.55, Banner Associates, Design Services/ Prof Services, \$8,259.20; Bowes Construction, Overlay Pay Request, \$699,787.97; Brad Moe, Work Boots, \$202.34; Brookings Area CTC, CPR Cert Cards, \$160.00; Brookings County Food Pantry, FY2020 Funding, \$6,000.00; Brookings Domestic Abuse, June Thru August, \$2,886.00; Brookings Fire Department, Fire Premium Refund, \$88961.87; Brookings Health System, Inmate Medical, \$6,544.54; Bruce Fire Department, Fire Premium Refund, \$4,509.91; Buhls Of Brookings Cleaners, Rug Rental, Banner & Backdrop Cleaning, \$57.45; Butler Machinery Co, Parts, \$3,198.29; Cook's Wastepaper & Rec, Detention Center, \$273.70; Courtesy Plumbing Inc, Front Office Bathroom Repairs, \$145.35; Creative Printing, Printed Envelopes, \$105.59; Den-Wil Inc, Community Health Rent, \$960.00; Department Of Health, Blood Tests, \$300.00; Department of Revenue, \$660.044.90; Donald Mccarty, Court Appointed Attorney, \$3,292.00; Einspahr Auto Plaza, Patrol Vehicle Maint, \$44.00; Elkton Fire Department, Fire Premium Refund, \$7,013.20; Empire Investments LLC, Tax Certificates, \$31,126.93; Estelline Fire Department, Fire Premium Refund, \$2,257.82; Executive Mgmt Finance, Technology Access Fee, \$64.75; Fastenal Company, Hvac Filters, \$695.09; Fite, Pierce & Ronning, Court Appointed Attorney, \$4,117.20; Frontier Bank, Foreclosure Sale, \$4,649,175.00; Government Forms And Supplies, 5 Poll Germ Shields, \$654.20; Hendricks Fire Department, Fire Premium Refund, \$1,693.41; Hometown Service & Tire, Jail/Patrol Vehicle Repair, \$68.00; Hy-Vee Food Store, Inmate Meals, \$22,530.31; Hy-Vee Food Store, Refreshments-Zoning Meeting, \$7.98; L&L Auto & Truck Parts, Vehicle Parts, \$132.67; L.G. Everist Inc, Quartzite, \$2,399.27; Lowe's, Dehumidifer/Rack/Locks, \$467.36; Marco, Barracuda Essentials License, Unitrends Service, \$6,780.85; Mcgrath North Mullin &, Professional Services, \$186.00; Mckeever's Vending, Inmate Commisary, \$300.92; Medtox Laboratories, In, Rape Kit, \$450.21; Minnehaha County Auditor, Mental Illness Costs, \$192.98; Minnehaha County JDC, JDC Costs, \$236.90; Nancy J Nelson, Court Appointed Attorney, \$1,819.72; Northwestern Energy, Courthouse/BCOAC Natural Gas, Detention Center Energy, \$100.20; Office Peeps Inc, Paper, Desk Calendars, Desk Calendars, Alarm Buzzer Batteries, Safety Pins, \$436.35; Oneneck It Solutions LLC, Umbrella Cloud Security, \$2,272.00; Patricia J Hartsel, Transcripts, \$64.60; Pharmchem Inc, Sweat Patch Analysis, \$142.75; Prochem Dynamics LLC, Jail Cleaning Supplies, \$582.64; Rc First Aid, First Aid Kit Refills, \$72.00; RFD Newspapers Inc, Publications, \$31.01; Richard-Ewing Equip Inc, Jail Repairs, \$85.50; Rude's Funeral Home Inc, Coroner Transport, \$1,100.00; Running's Supply Inc, Deputy Supplies, Reflective Vests, Safety Cones, \$207.03; Sanford Health, Autopsy, \$2,100.00; Sanford Health, Inmate Medical, \$1,758.00; SD Dept Of Public Safet, Teletype Service, \$2,340.00; Sinai Fire Department, Fire Premium Refund, \$2,471.74; Southpaw Defense, Basic Pistol Class, \$180.00; Steven Ust, Inspections, \$900.00; Thomson Reuters - West, 7/1-7/31, \$1,160.31; Tim Hogan, Court Appointed Attorney, \$915.40; Topkote Inc, Chip Seal Project, \$184,941.72; Toronto Fire Department, Fire Premium Refund, \$1,144.89; Van Diest Supply Compan, Chemical, \$19,000.00; Vandenberg Law, Court Appointed Attorney, \$4,583.25; Verizon Wireless, Highway Dept Tablet, \$40.01; Volga Fire Department, Fire Premium Refund, \$10,935.38; Walmart Community, Achievement Day Supp,Sani, \$896.18; Walmart Community, Misc Office Supplies, \$39.35; Wells Fargo, \$3,226.08; White Fire Department, Fire Premium Refund, \$9,375.08; Yankton County Treasurer, Mental Illness, \$122.50; Cell Phone Reimbursements: Thomas Chester, \$30.00; Bartley, Michael, \$75.00; Eileen Aberle, \$45.00; Anderson, Jeffrey G, \$75.00; Jennifer Beller, \$75.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Angela Boersma, \$75.00; Rusty Brandsrud, \$30.00; Brehmer, Jacob, \$105.00; Dave Bublitz, \$45.00; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Jeffrey Conrad, \$30.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Brian Gustad, \$105.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Heidemann, Terrance, \$30.00; Hieb, Jere, \$30.00;

Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Huber, Dustin, \$105.00; Jensen, Larry, \$75.00; Justin Johnson, \$30.00; Benjamin Kleinjan, \$105.00; Larry Klingbile, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Eric Mette, \$75.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Dan C Nelson, \$105.00; Paige Petersen, \$105.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Tara Rodriguez, \$30.00; Bryan Schreur, \$30.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Cody Sunderland, \$30.00; Sweebe, Bart, \$105.00; Witchey, Kristen, \$45.00; Dennis Carmichael, \$30.00.

Recognition of Employees' Anniversaries

Linda Gross- 15 years in July; Melissa Walsh- 5 years in August; Rae Lynn Maher- 15 years in September.

Department Head Reports

Highway Superintendent Brian Gustad said they were awarded three BIG preliminary grants totaling \$103,800.

Gustad updated the board on the bridges on south Highway 77 and County Roads 46 and 26.

Gustad said the Brookings County Weed Department began spraying cattails within the county rights-of-way the beginning of August. He said they've been mowing down the vegetation that was blocking signs, intersections and driveways.

Gustad said they placed shoulder material on County Road 8, which was part of the 2019 asphalt overlay program. Gustad said they've begun to broom the routes for a second time in preparation for fog seal.

Gustad said they've been hauling gravel to various areas around the county. He said they are trying to eliminate the soft spots.

Gustad said he received notification for Letting Authorization for the structure north of Bruce so with commission approval they would advertise the weeks of September 14th and 21st, and open bids on September 29th. He said he's been working with Preston Township officials on maintaining 201st street while under construction for local traffic.

Gustad said he met with Oslo Township officials for the culvert program. He said they are looking to submit two applications.

Sheriff Martin Stanwick said there are 30 inmates in jail and 93 individuals participating in the 24/7 program.

Stanwick said Henry Carlson Construction moved their construction trailer over to the detention center. Stanwick discussed what parking spaces would look like during the demolition process. He said he did inform the surrounding entities on when the demolition would take place.

Stanwick said he would like to add a key fob access to the doors on the east and west sides of the courthouse building. He said a quote from Safe N Secure would be \$3,820.87. By consensus, the board agreed on purchasing key fob access for the east and west doors of the courthouse.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., the board held a public hearing on the FY2021 Provisional Budget.

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Bartley to sign Resolution #20-50: adoption of the 2021 Provisional Budget for Brookings County, South Dakota.

Chairperson Bartley opened the public hearing and called for proponents and opponents. Hearing none, Chairperson Bartley closed the public hearing.

Background information was provided by Commission Department Director Stacy Steffensen.

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

Resolution #20-50
ADOPTION OF THE 2021 PROVISIONAL BUDGET FOR
BROOKINGS COUNTY, SOUTH DAKOTA

WHEREAS, SDCL 7-21-5 through 13 provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all charges, eliminations and additions have been made thereto.

NOW THEREFORE BE IT RESOLVED, that such provisional budget and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE PROVISIONAL BUDGET OF THE APPROPRIATIONS AND EXPENDITURES for Brookings County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2021 and ending December 31, 2021 and the same is hereby approved and adopted by the Board of County Commissioners of Brookings County, South Dakota, this 1st day of September, 2020. The Provisional Budget so adopted is available for public inspection during normal business hours at the office of the County Finance Officer, Brookings County, South Dakota. The accompanying taxes are proposed to be levied by Brookings County for the year January 1, 2021 through December 31, 2021.

<u>COUNTY LEVIES</u>	<u>DOLLARS</u>	<u>\$1,000</u>
General Fund	\$12,873,076	\$3.932
County Building Fund	\$ 326,811	\$0.100
Jail Expansion	\$ 500,000	\$0.153
TOTAL	\$13,699,887	\$4.185

BOARD OF COUNTY COMMISSIONERS OF BROOKINGS COUNTY, SOUTH DAKOTA

<u>Michael Bartley</u>	Chairperson
<u>Larry Jensen</u>	Vice-Chairperson
<u>Lee Ann Pierce</u>	Commissioner
<u>Angela Boersma</u>	Commissioner
<u>Ryan Krogman</u>	Commissioner

ATTEST:

Vicki Buseth
Brookings County Finance Officer

Department Head Reports Continued

Finance Officer Vicki Buseth said a Q&A on Election/Absentee Voting was in multiple newspapers. She said Senior Finance Assistants Lori Schultz and Jenna Byrd, and Deputy Finance Office Jennifer Beller will be attending the Fall Convention in Sioux Falls.

Buseth said they've been receiving levy requests from the cities and schools. Buseth said they've received about \$108,000 from the CARES Act Reimbursement program.

County Development Director Robert Hill attended the Safety Committee Meeting; attended the Local Emergency Planning Meeting via Zoom; and attended the Ad Hoc Draining Meeting. Hill discussed upcoming dates with the board.

BCOAC Director Dustin Huber discussed attendance numbers with the board, as well as different activities that have taken place.

Huber said AMP Electric is waiting on parts for the generator hookup.

REGULAR BUSINESS

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #20-47: a State of South Dakota Department of Public Safety Office of Emergency Management 2021 Local Emergency Management Performance Grant.

Background information was provided by County Development Director Robert Hill.

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

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #20-48: a Native Unprocessed Material Agreement-Bowne Pit.

Pierce asked that in future agreements it read between Brookings County and the other entity and not the Brookings County Highway Department.

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

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #20-49: an application for occupancy of right-of-way of county highways made by the City of Elkton in Elkton Township.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #20-50: an application for occupancy of right-of-way of county highways made by the City of Elkton in Elkton Township.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for two 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 Jensen to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for two part-time Membership Assistants at the BCOAC.

Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Boersma to declare a Smith & Wesson rental gun as surplus property to be disposed of.
All members vote “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to transfer four trail cameras from the BCOAC to the Sheriff’s Office.
All members voted “aye.” Motion carried.

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

Steffensen said the RenoDry project, the system that would dry out the courthouse, was put on hold over at the courthouse. She asked the board for their thoughts on the project. Boersma said she spoke with the maintenance supervisor at the courthouse in Pipestone, MN because they did a similar project. She was informed that it’s working great; it does take about three years but they’ve noticed a substantial improvement.

By consensus, the board agreed to go ahead and see if there is any money left in the budget for this year.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended the Special Commission Meeting; attended the Ad Hoc Draining Meeting; and attended the BEDC Meeting.

Pierce said she’s been talking with all of the groups she’s a part of about Absentee/Early Voting for the 2020 General Elections. She encouraged the listening public to avoid long lines at the polls and vote early at the City/County Government Center building beginning September 18th.

Commissioner Boersma attended the City Council Study Session Meeting; attended the MEDC Meeting; and attended the Special Commission Meeting.

Commissioner Krogman attended the Special Commission Meeting; attended the BCOAC Advisory Board Meeting; attended the Hospital Board Meeting; and attended a BATA Meeting via zoom.

Commissioner Jensen attended the 20th Street Overpass Meeting; attended the Special Commission Meeting; attended the BCOAC Advisory Board Meeting; and attended the Ad Hoc Drainage Meeting.

Commissioner Bartley received numerous COVID-19 calls.

EXECUTIVE SESSION

Motion by Boersma, seconded by Krogman to enter into Executive Session at 10:00 a.m., in accordance with SDCL 1-25-2(3), consulting with legal counsel. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Pierce to come out of Executive Session at 10:52 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Krogman, seconded by Jensen to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, September 22, 2020 at 8:30 a.m.

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Jenna Byrd
Senior Finance Assistant
Brookings County

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