

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, OCTOBER 22, 2019

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 22, 2019 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce, Angela Boersma (arrived at 9:13 a.m.) 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 Krogman, seconded by Jensen to approve the agenda for the October 22, 2019 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

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

The consent agenda consisted of the minutes from the October 8th Commission Meeting and the minutes from the October 15th Commission Work Session.

Travel Requests: Shawn Plowman & Eric Mette to attend the Siouxland IT Symposium on October 30th in Sioux Falls; Kevin Murfield to attend Drug Recognition Expert Training on January 5th-17th in Rapid City and February 16th-21st in Jacksonville, FL; Bryan Schreur to attend Instructor Development on April 25th-May 1st in Pierre; Jacob Brehmer to attend a District 5 Quarterly Meeting on October 23rd in Sioux Falls.

Human Services Report: case #19-141 for rent was approved; case #19-142 for a funeral was approved; case #19-143 for rent was approved; case #19-145 for utilities was approved; case #19-147 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract, \$390.65; AgFirst Farmers Coop, Tank Rental, 2 4-D Amine, \$6,259.07; Alphamedia USA Llc, Ads for Range Closures, \$1,000.00; Aragon, Martha, Translation Services, \$50.00; Aurora Auto Body & Glass Inc, Patrol Vehicle Fuel, Maintenance,

\$852.33; Barnett, Rita, 1/2 Payment for Yearly Rent, \$200.00; Bobcat of Brookings, Install Strobe, \$629.00; Boyer Trucks, Sensor, Thermostat, Parts, \$392.80; Brookings City Utilities, Phone Service, Utilities, COP, \$9,289.33; Brookings County Finance, Delinquent Taxes, \$243.89; Brookings Health System, Sept Blood Alcohol Testing, \$10,274.70; Brookings Register, Publishing, \$534.29; Brookings-Deuel RWS, Bruce Shop Water, \$18.00; Butler Machinery Co, Parts, Battery, Seal, Elbow, \$749.29; Carquest Auto, Shop Supplies, \$541.65; Century Business Products, Copier Contract, \$295.42; Cintas Corporation, Laundry Service, \$459.69; City of Brookings, Joint Building Costs, \$9,073.15; Clark Equipment Co dba Bobcat, Grapple Forks, \$3,096.84; Cook's Wastepaper & Recycling, Commercial Service, \$839.03; Dakota Data Shred, Shredding Service Pick Up, \$259.68; Dean Schaefer Court Report, Inv Mentall Illness Crt Rptng, \$204.00; DMC Wear Parts, Cutting Edge, \$2,607.87; Duininck, RAP, \$990.85; Dupraz, Andy, Extension Brd Mtg Mileage, \$7.56; DVL Fire And Safety, 20lb Fire Tech Cabinet, \$75.00; Ecolab Pest Elimination, Pest Control-Jail, \$87.87; Eidsness Funeral Home, County Burial, \$3,000.00; Election Systems & Software, Hardware Maint, Firmware Licence, \$1,584.38; Executive Mgmt Finance Office, Tech Access Fee, \$53.00; F&P Properties Management, COP Rent, \$600.00; Farstad Oil Inc, Diesel, \$15,452.06; Fastenal Company, Filters for Courthouse, \$150.76; Faulk County Sheriff, Inmate Housing, \$1,105.00; First District Association, Final Pmt Haz Mat Plan, \$3,200.00; Foerster Office & Supply, Janitorial Jail Supplies, \$174.25; Ford, Deb, Extension Brd Mtg Mileage, \$20.16; Gass Law, Pc, Crt Appt Attorney, \$1,816.70; Geotek Engineering Inc, Concrete Test & Inspect, \$152.00; Jennifer Goldammer, Crt Appt Attorney, \$1,427.50; Graham Tire North, Tires, \$22,873.52; Graybar Electric Co Inc, Flag Spot Lite Light Bulb, \$12.52; Harmelink & Fox Law Office, Crt Appt Atty Inv MI Hearing, \$181.85; Patricia J Hartsel, Transcripts, \$862.60; Tim Hogan, Crt Appt Attorney, \$3,894.00; Hometown Service & Tire, Llc, Tires, Vehicle Repair, \$1,852.14; Hughes County Finance Office, JDC Costs - One Night Housing, \$295.00; Hy-Vee Food Store, Ext Brd Meeting Meal, \$21.50; I State Truck Center, Head Lamp, Filter Kits, Switch, \$324.67; Indeed Inc, Job Postings, \$487.91; Jackrabbit Sports Properties, Marketing, \$1,000.00; Katterhagen, Mark, Inv Mental Illness Hearing, \$30.00; Kingbrook Rural Water, Sinai Utilities, \$33.00; L&L Auto & Truck Parts, Parts, Supplies, \$360.42; Lewis & Clark Behavioral Health, Behavioral Health Intakes, \$356.00; Lewno, Lucy, Inv Mental Illness Hearing, \$333.00; L.G. Everist, Inc, Crushed Quartzite, \$10,380.99; Darcy Lockwood, Inv Mental Illness Hearing, \$30.00; Lowe's, Tools, \$62.99; Reed T Mahlke, Crt Appt Attorney, \$1,106.75; Martin's Inc, Diesel, Fuel, \$1,023.10; Midco Business, TV Commercials, \$599.00; Mills Property Management, COP Rent, \$577.00; Mills Property Management, COP Rent, \$650.00; National 4-H Council - Supply, Promotional Items & NYSD Kits, \$124.70; Nancy J Nelson, Crt Appt Attorney, \$1,912.35; Teree A Nesvold, Crt Appt Attorney, \$432.25; Newegg Business Inc, Election Laptops, Adapters, \$10,693.44; Northern Truck Equipment, Parts, \$436.02; Northwestern Energy, Natural Gas Utilities, \$40.00; Office Peeps Inc, Office Supplies, \$594.98; One Source, Background Checks, \$93.00; Parmely, Ronny, Extension Brd Mtg Mileage, \$11.76; Jennifer Pickard, Extension Brd Mtg Mileage, \$12.60; Prussman Contracting Co, Box Culvert, Seal Coat, \$300.90; Qualified Presort Service, Mail Service, \$53.86; RFD Newspapers Inc, Minutes Publishing, Notices, \$724.12; Rick Ribstein, Crt Appt Attorney, \$482.90; Running's Supply Inc, Sump Pump, Bulbs, Supplies, \$201.05; Satellite Tracking of People, GPS Services, \$1,066.00; Schaffer Law Office, Legal Services, \$6,457.50; SD Continuing Legal Education, Dakota Disc/Fastcase Subscription, \$500.00; SDACO, ROD Relief Fund, \$804.00; SDSU Extension Service, Motor Pool Van-Achievement Day, \$84.15; Sioux Valley Energy, Electric Utiliites, \$254.00; Stanwick, Martin, Meal Reimbursement, \$86.00; Sturdevant's Auto Parts, Supplies, Parts, \$116.67; Sweebe, Bart, Meal Reimbursement, \$86.00; Anthony Teesdale, Crt Appt Attorney, \$845.50; Town of Sinai, Utilities, \$64.00; Transource, Pressure, Filters, \$220.61; UPS Store, Promotional Material, \$134.16; Vandenberg Law, Crt Appt Attorney, \$1,338.00; Vander

Haag's Inc, Air Cooler, \$674.46; Walburg, Duane, Animal Control Mileage, \$40.74; Wheelco Truck & Trailer, Battery Cable, Brakes, Filters, \$679.53; Terry D Wieczorek Pc, Crt Appt Attorney, \$1,349.70; Yankton County Sheriff, Service of Process, \$100.00; Yankton County Treasurer, Mental Illness Charges, \$120.00; Young Door Service Inc, East Door Truck Shed Maintenance, \$153.06; SD Dept Of Revenue, October Remittance, \$459,208.62.

Department Head Reports

Highway Superintendent Brian Gustad said the structure near Bruce on County Road 5 is complete as well as the Deer Creek Station bridge. Gustad said he has no progress update on the bridges south on highway 77.

Gustad asked landowners and producers to contact his department if they need signage/flags to warn drivers of slick and/or muddy conditions.

Sheriff Martin Stanwick said there are 38 inmates in jail and 157 individuals participating on the 24/7 program. Stanwick said he has 44 individuals who come in twice a day; 27 individuals on scam; 71 individuals who do UA testing; and 10 individuals on GPS.

Krogman asked how many GPS units are available. Stanwick said he has 20 GPS units.

Stanwick discussed the detention center's schedule. Stanwick said male/ female church services and male visitation are on Sundays; Magistrate Court, Criminal Court, female/male bible studies are on Mondays; Juvenile Court, Criminal Court and female visitation are on Tuesdays; fingerprinting, a Peace Education class and male visitation are on Wednesdays; fingerprinting, East Central Behavioral Health Group, and female/male AA meetings are on Thursdays; fingerprinting and a Peace Education class are on Fridays; and female visitation is on Saturday.

BCOAC Director Kristin Heismeyer said the parking lot project will begin this week.

Heismeyer discussed upcoming events with the board. Heismeyer also asked the board for permission to start advertising for two part-time membership assistants. By consensus, the board agreed to start advertising for two part-time membership assistants.

Veterans & Human Services Michael Holzhauser said he still meets with veterans on campus once a week. Holzhauser said he and Veterans & Human Services Deputy Director Eileen Aberle have been busy going to schools; they both passed their state test.

County Development Director Robert Hill said he presented at a Civil Military Operations senior SDSU ROTC class; attended a SD Pipeline Meeting; attended the County Health Fair; participated in a SDOEM Communications Drill; attended a PPCC/POD Meeting at the Brookings Hospital; prepped for the Full-Scale Exercise; attended the Full-Scale Exercise; reviewed damage with FEMA on October 16th; and attended a South Dakota Planners Association Conference.

Hill said he and representatives from FEMA, the Small Business Administration and SDOEM visited the cities of Aurora and Elkton to look at damage. He said they looked at 10 residences on Friday and 15 residences on Saturday, along with one business.

Be it noted, Chairperson Bartley is authorized to sign the 4th Quarter 2019 State and Local Agreement report.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Business Development Manager Ed Zepeda and Program Manager Isaac Fones with McKinstry presented a Facility Condition Assessment Proposal to the board.

Commissioner Boersma arrived at 9:13 a.m.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Candi Kisely presented to the board on the Peace Education Program.

As a community member and a volunteer, Kisely said the detention center lacks programming space. She said many times she’s had to wait for the one room that is available and it only holds eight people comfortably.

Department Head Reports Continued

Motion by Pierce, seconded by Boersma to approve the following transfer into Emergency Management Fund as per budget appropriations for the fourth quarter of 2019:

From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-000 in the amount of \$21,250.00.

All members voted “aye.” Motion carried.

Finance Officer Vicki Buseth said the lot in Aurora sold for \$25,500. She said that will be approved at the November 5th Commission Meeting.

Finance Officer’s Report

Finance Officer Vicki Buseth presented the Finance Officer’s Report for September 2019.

September 2019

Total amount of deposits in banks.....	\$26,185,978.44
Total amount of actual cash: Currency.....	\$5,620.00
Coins.....	\$4.38
Total amount of checks/drafts in Treasurer’s possession not to exceed 3 days...\$149,895.27	
Itemized list of all other items.....	\$37,160.19
TOTAL.....	\$26,378,658.28

Commission/HR: \$21,591.49; Finance Office: \$18,661.95; States Attorney: \$27,524.47; Equalization: \$18,179.43; Register of Deeds: \$8,524.88; Veterans/Welfare: \$6,227.63; Sheriff’s Office: \$96,569.15; Coroner: \$426.22; Community Health: \$3,612.71; Weed: \$4,776.23; Planning/Zoning: \$5,848.97; BCOAC: \$6,527.83; Technology: \$3,636.28.

AFLAC: \$3,502.58; Aვის: \$1,409.74; Office of Child Support: \$1,342.00; Delta Dental: \$5,822.66; Flex One: \$1,658.56; Principal Life Insurance: \$1,814.31; Garnishments: \$296.34; Local Teamsters: \$1,225.00; SDRS: \$46,094.05; SDRS Supplemental: \$2,100.00; EFTPS: \$87,158.84; Wellmark: \$109,103.43; AFLAC Group/CAIC Primary: \$295.78.

Be it noted, the expenditure adjustments for the month of September 2019 were presented to the board. \$6,363.11 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 September 2019 in the amount of \$26,667.00 was presented to the board.

REGULAR BUSINESS

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-76: a software license agreement between Brookings County and BPro, Inc. Background information was provided by Deputy Finance Officer Kristen Withey.

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

Motion by Boersma, seconded by Krogman to approve an automatic supplement in the amount of \$6,609.93 for reimbursement for joint expenses from the City of Brookings. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen said the Ag Appreciation Banquet is December 3, 2019. She asked the board if they wanted to get a table for that event. By consensus, the board agreed to reserve a table.

Steffensen discussed administrative leave dates with the board. Steffensen said according to the current policy, the county follows what the state does for the day after Thanksgiving and Christmas Eve day. She said that will change January 1, 2020.

Steffensen said Brookings County is hosting the District 1 Weed & Pest Meeting at the BCOAC on November 6th.

Steffensen said they received notice that the county’s 5-year plan was approved.

Steffensen discussed upcoming dates with the board.

State Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended the Sioux Valley Electric Action Forum; attended the County Health Fair; attended the Commission Work Session on the jail; and attended a legal session with the South Dakota Planners Association.

Commissioner Boersma attended the Senator Rounds Community Forum at the Research Park; attended the County Health Fair; attended the Commission Work Session on the jail; spoke to the South Dakota Leadership class; and attended a Domestic Abuse Shelter fundraiser.

Commissioner Krogman attended a meeting with BATA’s Executive Director Brenda Schweitzer & City Manager Paul Briseno; attended the Commission Work Session on the jail; and attended the lot auction in Aurora.

Commissioner Jensen attended the County Health Fair; attended the Commission Work Session on the jail; and attended an E-911 Meeting.

Commissioner Bartley attended the Senator Rounds Community Forum at the Research Park; attended the First Bank & Trust Focus Meeting; attended the Commission Work Session on the jail; attended the South Dakota Planners Association Conference; attended an E-911 Meeting; and toured the jail.

EXECUTIVE SESSION

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

Motion by Krogman, seconded by Boersma to come out of Executive Session at 11:16 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Pierce, seconded by Jensen to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, November 5, 2019 at 8:30 a.m.

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Brookings County

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