

BROOKINGS COUNTY COMMISISON MEETING

TUESDAY, DECEMBER 31, 2019

The Brookings County Board of County Board of County Commissioners met in regular session on Tuesday, December 31, 2019 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.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Krogman, seconded by Jensen to approve the agenda for the December 31, 2019. All members voted "aye." Motion carried.

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 December 10, 2019 Commission Meeting.

Travel Requests: Eileen Aberle to attend the State VSO School on August 26th in Pierre; Dan Nelson to attend a SDSAA Board Meeting on November 13th in Sioux Falls; Misty Moser to attend a recertification class to update Commercial Applicator's license on January 7th in Mitchell.

Personnel Action Notices: annual review- Lynn Cramer to \$23.63, effective August 1, 2019; annual review- Samantha Williams to \$18.16, effective September 1, 2019; annual review- Anita Klitzke to \$21.28, effective December 1, 2019; annual review- Darren DeJong to \$28.78, effective December 1, 2019; voluntary resignation- Gary Egeberg, effective December 13, 2019; Status Change- Full-time Finance Assistant II Jenna Byrd to \$20.65, effective January 1, 2020; Status Change- Full-time Finance Analyst Jennifer Beller to \$23.24, effective January 1, 2020; Status Change- Full-time Finance Deputy Kristen Witchey to \$27.58, effective January 1, 2020; retirement- Darren DeJong, effective January 4, 2020; voluntary resignation- Kalea Vandewiele, effective January 20, 2020.

Human Services Report: case #19-30 for medical was approved; case #19-156 for rent was approved; case #19-169 for medical was approved; case #19-171 for burial was approved; case #19-172 for burial was approved; case #19-174 for rent was approved.

ROUTINE BUSINESS

Approval of Claims

Motion by Krogman, seconded by Boersma to approve the following claims.

Jensen asked Highway Superintendent Brian Gustad about the bill for Meyerrink Farm Service Inc. Gustad said they bought a box for the front of one of their motor graders. He said they use it a lot, especially over the overpasses.

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

605 Custom Design LLC, BCOAC Apparel, \$2,694.50; A&B Business Inc, Copier Contract, \$613.16; Adair Asset Management LLC, Tax Certificate, \$15,962.60; AgFirst Farmers Coop, Patrol Car Maintenance, LP, \$99.78; Alphamedia USA LLC, 2019 Closed Offices Message, \$240.00; Alton Township, Gopher Bounty Program, \$9.00; Aragon, Antonio, Translation Services, \$37.50; Argo Township, 25% Total Damage Reimbursement, \$559.35; AT&T Mobility, Mobile Service, \$379.75; Aurora Auto Body & Glass, Patrol Vehicle Fuel, \$688.56; Auto Body Specialists, Paint-Shop, \$6.99; Avera Heart Hospital, COP Inpatient, \$4,912.04; Avera Medical Group, Inmate Medical, Health Screenings, \$2,939.13; Avera Medical Group, Inmate Medical, \$788.73; Axon Enterprise Inc, Taser Equipment, \$1,664.00; Bangor Township, 25% Total Damage Reimbursement, \$5,898.66; Banner Associates, Bridge Design, Replacement, \$17,306.40; Bauer, Tim, Weed & Pest Mtg Mileage, \$9.24; BEDC, Communities of Excellence Yr2, \$500.00; Brookings Area Chamber, 2019 Pre-Legislative Luncheon, \$175.00; Brookings City Utilities, Phone/Internet Services, \$7,066.21; Brookings County Finance, Tax Certificate, \$5,488.28; Brookings Credit Bureau, Jail Cost Commission, \$215.00; Brookings Engraving, Decals, \$130.00; Brookings Health System, COP - Inpatient, \$769.30; Brookings Health System/Home Medical, Inmate Medical, \$165.00; Brookings Register, Minutes, Notices, \$886.27; Brookings Township, 25% Total Damage Reimbursement, \$13,805.50; Brookings-Deuel RWS, Bruce Shop Water Utilities, \$21.30; Brothers Pharmacy, Inmate Rx Medical, \$763.54; Buhls of Brookings Cleaners, Rug Rental, \$281.55; Butler Machinery Co, Filters, Repair, Supplies, \$9,155.59; Carquest Auto, Shop Supplies, Parts, \$1,024.29; Charm-Tex, Jail Supplies, \$265.67; CHS, #1 Dyed Diesel, \$5,038.20; City of Brookings Landfill, Demolition, \$220.00; Clark Equipment Co, Skid Steer, \$34,324.26; Cook's Wastepaper & Recycling, Commercial Service, \$700.56; Dakota Data Shred, Shredding Service, \$120.02; Davis, Thomas, Zoning Mtg Mileage, \$67.56; Day County Sheriff's Office, Inmate Housing, \$140.00; Dept of Legislative Audit, County 2018 Audit Partial Bill, \$26,812.50; Dupraz, Andy, Extension Mtg Mileage, \$7.56; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$310.70; Elenkiwich, Kimberly, Zoning Mtg Mileage, \$18.05; Empire Investments 3 LLC, Tax Certificate, \$4,424.72; Empire Investments LLC, Tax Certificates, \$47,006.43; Erickson, Roger, Zoning Mtg Mileage, \$60.00; Eureka Township, 25% Total Damage Reimbursement, \$6,754.09; Executive Mgmt Finance Office, Microfilm Storage State Archive, Tech Access Fee, \$58.40; Farstad Oil Inc, Gas - Brookings Shop, \$15,318.95; Faulk County Sheriff, Inmate Housing/Transport, \$1,950.96; First Bank & Trust, Credit Card, \$818.16; Fite, Pierce & Ronning LLC, Crt Appt Attorney, \$997.50; Fix It Shop Locksmith, Replace Vault Lock, \$400.00; Foerster Distributing, Jail Janitorial Supplies, Paper, \$282.90; Chad Ford, Zoning Mtg Mileage, \$68.56; Ford, Deb, Extension Mtg Mileage, \$20.16; Gass Law, PC, Crt Appt Attorney, \$1,023.70; Jennifer Goldammer, Crt Appt Attorney, \$1,016.50; Graham Tire North, Tires for Inventory, \$1,230.00; Graves Construction, Final Payment, \$27,082.23; Konard O Hauffe Dds PC, Inmate Medical, \$287.00; Hillyard/Sioux Falls, Janitorial Supplies, \$82.86; Holzhauser, Michael, Travel Reimbursement, \$348.40; Hometown Service & Tire, LLC, Vehicle Service, \$68.00; Hungerford Chiropractic, Instant Drug Testing, \$150.00; Hy-Vee Food Store, Jury Meals, Mtg Refreshments, \$23,058.13; INA Group LLC, Tax Certificates, \$32,925.50; Info Cubic, Background Checks, \$334.20;

Innovative Office Solutions, Flags, \$237.25; Interstate Power Systems, Repair, \$1,180.05; Interstate Telecom. Coop, BCOAC Phone/Internet Service, \$384.23; Jackrabbit Sports Property, Advertising, \$2,000.00; Jamar Technologies Inc, Distance Meter, \$960.10; JCL Solutions, Orange Tough, \$322.30; Jensen, Randy, Zoning Mtg Mileage, \$66.54; Katterhagen, Mark, Inv Mental Illness Hearing, \$30.00; Kirkvold Oil Company, Tire Swap, \$1,124.00; Kleinjan, Darrel, Zoning Mtg Mileage, \$81.36; Anita Klitzke, Mileage Reimbursement, \$48.72; L&L Auto & Truck Parts, Parts, \$24.08; Lake Hendricks Township, 25% Total Damage Reimbursement, \$2,110.07; Lake Sinai Township, 25% Total Damage Reimbursement, \$326.31; Lewis & Clark Behavioral, Behavioral MI Intake, \$534.00; Lewno, Lucy, Inv Mental Illness Hearing, \$333.00; LG Everist, Inc, Icing Sand, \$1,464.52; Locators & Supplies, Coat, \$68.38; Darcy Lockwood, Inv Mental Illness Hearing, \$30.00; Lowe's, Diesel Tank Supplies, \$67.42; Lyle Signs Inc, Firemarkers, Flagger Signs, \$281.09; Mack, Sonia, December Travel Reimbursement, \$216.18; Maple Leaf Press Inc, Targets, \$364.10; Donald McCarty, Crt Appt Attorney, \$6,211.95; Michael McHugh, Zoning Mtg Mileage, \$124.30; McKeever's Vending, Inmate Commisary, \$732.20; McLeod's Printing & Office, 2020 Assessment Notices, \$425.00; Medary Township, 25% Total Damage Reimbursement, \$17,504.17; Medical Waste Transport, Medical Waste Pick-Up, \$82.36; Meyerink Farm Service Inc, Payloader Push Blade, \$5,625.00; Midco Business, Advertising, \$790.00; Midwest Glass, Windshield Repair, \$855.66; Minnehaha County JDC, JDC Costs, \$13,051.92; Moriarty Rentals, COP Rent, \$625.00; Mr. V's Professional Body Shop, Patrol Vehicle Repairs, \$287.57; Nelson, Darrell, Zoning Mtg Mileage, \$51.90; Nancy J Nelson, Crt Appt Attorney, \$3,596.70; Teree A Nesvold, Crt Appt Attorney, \$11,661.25; Newegg Business Inc, IT Equipment, Computer, \$4,092.75; Normandy Village, COP Rent, \$150.00; Northwestern Energy, Natural Gas Utilities, \$1,651.35; Oaklake Township, 25% Total Damage Reimbursement, \$96.52; Oaklake Township, Gopher Bounty Program, \$67.50; Office Peeps Inc, Office Supplies, \$2,045.19; Olson, Steve, Weed & Pest Brd Mtg Mileage, \$16.80; Oslo Township, 25% Total Damage Reimbursement, \$1,513.41; Parmely, Ronny, Extension Brd Mileage, \$11.76; Party Depot, Table Plastic, \$39.98; PCS Mobile, Patrol Vehicle Equipment, \$313.00; Pharmchem Inc, Sweatch Patch Analysis, \$142.75; Jennifer Pickard, Extension Brd Mileage, \$12.60; Pipestone County Sheriff, Service of JUV Papers, \$75.00; Pitney Bowes Global Finance, Rental, \$303.18; Preston Township, 25% Total Damage Reimbursement, \$2,248.63; Prussman Contracting Co, Mobilization, \$3,508.80; Qualified Presort Service, Tax Notice Postage, Mail Service, \$5,566.33; Radio Time Billing, Law Enforcement Thank You Ads, \$569.00; Razors Edge Grounds Keeping, Snow Removal, Ice Melt, \$4,032.00; RC First Aid, First Aid Kits, Medical Supplies, \$149.00; RDO Equipment Co, 2019 Motor Grader, \$367,226.12; Redwood Toxicology Labor, Drug Patches/Supplies, \$1,265.58; RFD Newspapers Inc, Publishing, \$1,982.61; Rick Ribstein, Crt Appt Attorney, \$1,629.60; Rude's Funeral Home Inc, County Burials, Transportation, \$6,730.00; Running's Supply Inc, Supplies, \$183.58; Ryde Investment Group LLC, Tax Certificate, \$1,955.85; Sanford Laboratories, Inmate Medical, \$428.00; Satellite Tracking of People, GPS Services, \$1,319.50; SD Attorney General's Office, 24/7 SCRAM Fees, \$3,663.00; SD Dept of Transportation, Pavement Marking, Inspections, \$48,507.22; SD Federal Prop. Agency, Misc Tools Shop, \$422.50; SD Newspaper Service, Job Postings, \$188.20; Sherman Township, 25% Total Damage Reimbursement, \$724.50; Sinai Coop Elevator, Dyed Diesel, \$1,153.80; Sioux Valley Cleaners Inc, WIC Janitorial, \$460.00; Southpaw Defense, Enhanced Concealed Carry, \$720.00; Spence, Terrell, Zoning Mtg Mileage, \$104.15; State Treasurer, CAA Overpayment Refund, \$706.94; Steffensen, Stacy, Employee Committee Gift Cards, \$100.00; Sturdevant's Auto Parts, Supplies, \$88.89; Sturdevant's Auto Parts, Shop Supplies, \$43.55; Tiffany Sylvers, Mileage Reimbursement, \$48.72; Anthony Teesdale, Crt Appt Attorney, \$1,348.55; Thomson Reuters - West, West Info Charges, Books, \$1,561.62; Tonia Thornton, Boot Reimbursement, Mileage, \$148.72; Town & Country Shopper, Ads, \$194.00; Town of Sinai, Utilities,

\$64.00; Trane Us Inc, Dec Filter Changes, Dynamic Electronic Filters, \$6,930.41; Trane US Inc, October Filter Changes, \$601.58; Truenorth Steel, Diesel Tank, \$7,783.02; Truenorth Steel, Oslo Township Culverts, \$8,991.90; United States Postal Service, Postage by Phone, \$600.00; UPS Store, Shipping, \$12.21; Vandenberg Law, Crt Appt Attorney, \$1,116.25; Ver Beek Law Prof, LLC, CAA Inv Mental Illness Hearing, \$80.65; Verizon Wireless, Wireless Service, \$40.01; Walburg, Duane, Animal Control Mileage, \$94.92; Walmart Community, Vacuum, Supplies, \$291.52; Wells Fargo, Wells Fargo CC Charges, \$4,670.14; Wheelco Truck & Trailer, Inventory, \$122.21; Terry D Wiczorek PC, Crt Appt Attorney, \$1,343.08; Kristin A Woodall, Transcripts, \$454.60; Yankton County Sheriff, Service of Process, \$100.00; Yankton County Treasurer, Mental Illness Charges, \$451.50; Young Door Service Inc, Repair Truck Shed Door, \$279.95; SD Dept of Revenue, Dec Montly Remittance, \$450,940.68.

Department Head Reports

Highway Superintendent Brian Gustad said his department was out both Saturday and Sunday because of the snow/rain/wind event.

Sheriff Martin Stanwick said they currently have 34 inmates in jail with one inmate still being held in Faulk County. He said now that they have some room, that inmate will be transported back to Brookings County.

Stanwick said there are 156 individuals participating on the 24/7 program.

Stanwick said he had two mental health committals last week; one was transported to Yankton and one, a 16 year old, was transported to Sioux Falls.

Stanwick said he has been working with Finance Officer Vicki Buseth on outstanding jail bills. Stanwick said \$23,000 will be owed for the inmate who had a baby. He also said an inmate broke their wrist so that will cost roughly \$1,700.

Stanwick said on Thursday, January 2, 2020 they will be going live with Telehealth.

Stanwick said a Secret Santa in town gave 10- \$100 bills to the Sheriff's Office. He said his deputies were able to find 10 people to give those to.

BCOAC Kristin Heismeyer said the key hole for the vault door has been replaced due to the key breaking inside of it.

Heismeyer said they are adding up year-end figures and will report back at the next meeting.

Heismeyer discussed different activities that will be taking place at the facility.

Veterans & Human Services Michael Holzhauser said he attended the VA Regional Meeting. Holzhauser said there's been a 10% increase on the VA side, and the welfare side has been steady.

County Development Director Robert Hill said he attended the City of Brookings Council Meeting to discuss the Pre-Disaster Mitigation Plan for Brookings County. Hill said he had a meeting on drainage matters occurring along Deer Creek to the East of Brookings. He said the plan is to schedule a Drainage Board Meeting for January 21, 2020. Hill said the activity in Medary Township along the Big Sioux River would also be discussed at that meeting.

Hill said the office received a call that the Coyote Ridge Wind Farm was complete with the construction phase. He said they are completing the final wiring and programing.

Hill said he attended the first Brookings Census Counts Committee Meeting. He said the next meeting is schooled for January 19th.

Hill discussed upcoming dates with the board.

Pierce asked how he will reach out to the small communities so the county is accurate. Hill said he will be going around to each community in February.

Director of Equalization Jacob Brehmer discussed Intentions for 2020 Assessment Year with the board. Brehmer said the 2020 top dollar for Ag land Productivity will be \$3,868.46, which is 1.48% decrease from last year. He said the 2020 top dollar for Non-Ag will be \$2,064.14, which is a 3.1% increase from last year.

Brehmer said those numbers are currently under review at the Department of Revenue so they could be subject to change.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Katherine Eberline asked the board for approval to use the south parking lot of the Government Center building for a bike rodeo. Eberline said the parking lot would be used from noon to 2:30 p.m. on June 10th.

Steffensen said it shouldn't be a problem. She said the employees would just have to be notified ahead of time.

By consensus, the board agreed to allow a bike rodeo to take place in the south parking lot from noon-2:30 p.m. on June 10, 2020.

Department Head Reports Continued

Finance Officer Vicki Buseth said the tax certificate auction was held on Monday, December 16th. She said investors purchased \$448,000 worth of taxes.

Buseth said the levies have been approved by the state. She said tax notices will be mailed out mid-January.

Finance Officer's Report

Finance Officer Vicki Buseth presented the Finance Officer's Report for November 2019.

November 2019

Total amount of deposits in banks.....	\$31,113,463.02
Total amount of actual cash: Currency.....	\$11,214.00
Coins.....	\$1.67
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days....	\$186,666.40
Itemized list of all other items.....	\$39,518.04
TOTAL.....	\$31,350,863.13

Commission/HR: \$29,597.40; Finance Office: \$32,446.56; States Attorney: \$40,638.04; Equalization: \$28,064.69; Register of Deeds: \$13,203.38; Veterans/Welfare: \$9,597.92; Sheriff's Office: \$159,239.84; Coroner: \$639.33; Community Health: \$5,441.14; Extension: \$2,523.69; Weed: \$4,519.44; Planning/Zoning: \$8,896.69; Highway: \$83,067.10; Emergency Management: \$5,909.48; BCOAC: \$11,385.76; Technology: \$10,161.94.

AFLAC: \$3,474.50; Aveis: \$1,373.35; Office of Child Support: \$1,644.56; Delta Dental: \$5,690.50; Flex One: \$1,658.56; Principal Life Insurance: \$1,771.25; Garnishments: \$444.51; Local Teamsters: \$1,165.00; SDRS: \$70,086.36; SDRS Supplemental: \$2,125.00; EFTPS: \$138,140.62; Wellmark: \$105,885.89; AFLAC Group/CAIC Primary: \$295.78.

Be it noted, the expenditure adjustments for the month of November 2019 were presented to the board. \$4,191.87 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 November 2019 in the amount of \$26,699.50 was presented to the board.

REGULAR BUSINESS

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to sign Resolution #19-59: a resolution approving the FY2020 Official Pay Plan for Brookings County. 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 #19-59

A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2020

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2020 to become effective January 1, 2020.

Passed and approved this 31st day of December, 2019.

Michael Bartley
Chairperson
Brookings County Commission

ATTEST:

Vicki Buseth
Finance Officer
Brookings County

Brookings County Outdoor Adventure Center	FTE	GRADE
Director	1	E-10
PT Membership Assistant	4 (8 @ .5)	N-3 (Step 1 & Step 2 only)
PT General Maintenance Worker	.5	N-3 (Step 1 & Step 2 only)
Commission Department (HR & Technology)	FTE	GRADE
Commission Department Director	1	E-13
County Commissioners	2.5 (5 @ .5)	Non-graded position
Information Technology Support Specialist	1	N-10
GIS Technician	1	N-9
HR Specialist	1	N-8
Information Technology Support Technician	1	N-6
Office Coordinator	1	N-5

General Maintenance Worker	1.5	N-3
County 4-H	FTE	GRADE
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Step 1 & Step 2 only)
County Health	FTE	GRADE
Administrative Assistant	1	N-4
PT Administrative Assistant	.6	N-4 (Step 1 & Step 2 only)
County Development Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5
Equalization Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-6
Administrative Assistant	2	N-4
Finance Department	FTE	GRADE
Finance Officer	1	E-12
Deputy Director	1	N-9
Finance Analyst	1	N-8
Senior Finance Assistant	1	N-6
Finance Assistant II	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	Non-graded position
Highway Department	FTE	GRADE
Highway Superintendent	1	E-13
Lead Foreman	1	N-9
Road Foreman	1	N-8
Shop Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Office Manager	1	N-5
Equipment Operator	5	N-5
Sign Technician	1	N-5
Truck Driver	1 (2 @ .5-split employee)	N-3
Register of Deeds	FTE	GRADE
Register of Deeds	1	E-11
Deputy	1	N-6
Administrative Assistant	1	N-4
Sheriff's Department	FTE	GRADE
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy-Sergeant	3	N-10
Deputy	8	N-9
Courthouse Sheriff's Deputy	1	N-9
Correctional Officer	7	N-5
Office Manager	1	N-5
Administrative Assistant	1	N-4
General Maintenance Worker	.5	N-3

PT Deputy Sheriff	.5	N-9 (Step 1 & Step 2 only)
PT Correctional Officer	10.5 (21 @ .5)	N-5 (Step 1 & Step 2 only)
Detention Center Nurse	.5 (2 @ .25)	Non-graded position
Animal Control Officer	.25	Non-graded position
Jail Greeter	.5	Non-graded position

State's Attorney	FTE	GRADE
State's Attorney	1	E-19
Deputy State's Attorney II	1	E-14
Deputy State's Attorney I	1	E-10
Legal Assistant	4	N-7
Office Manager	1	N-5
Intern	.5	Non-graded position

Veterans & Human Services Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-6

Weed Department	FTE	GRADE
Supervisor	1	E-7
Truck Driver	1 (2 @ .5-split employee)	N-3
Seasonal Workers	1.5 (3 @.5)	N-3 (Step 1 & Step 2 Only)

N=Non-Exempt Position; E=Exempt Position

2020 Wage Ranges

Pay Grade	Minimum	Mid-Point	Maximum
1	\$28,561	\$32,164	\$36,222
2	\$30,703	\$34,576	\$38,938
3	\$33,005	\$37,169	\$41,859
4	\$35,481	\$39,957	\$44,998
5	\$38,142	\$42,954	\$48,373
6	\$41,002	\$46,175	\$52,001
7	\$44,078	\$49,639	\$55,901
8	\$47,383	\$53,361	\$60,094
9	\$50,937	\$57,363	\$64,601
10	\$54,757	\$61,666	\$69,446
11	\$58,864	\$66,291	\$74,654
12	\$63,279	\$71,262	\$80,253

13	\$68,025	\$76,607	\$86,272
14	\$73,127	\$82,353	\$92,743
15	\$78,611	\$88,529	\$99,698
16	\$84,507	\$95,169	\$107,176
17	\$90,845	\$102,307	\$115,214
18	\$97,659	\$109,980	\$123,855
19	\$104,983	\$118,228	\$133,144

Non-Graded Part-Time Positions		
E	County Commissioners	\$18,276.70
N	Detention Center Nurse	\$25.00
N	Animal Control Officer	\$25.83
N	Internships	\$11.00
N	Jail Greeter	\$11.50
N	Temp Election Workers	\$12.00

Motion by Pierce, seconded by Boersma to approve and authorize Chairperson Bartley to sign Resolution #19-60: a resolution approving contingency transfers for FY2019. Background information was provided by Commission Department Director Stacy Steffensen. Roll call vote: Jensen “aye,” Pierce “aye,” Boersma “aye,” Krogman “aye,” Bartley “aye.” Motion carried.

Resolution #19-60

CONTINGENCY TRANSFERS

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2019 annual budget, and

WHEREAS, the Brookings County Board of County Commissioners finds it necessary to transfer from said contingency line.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota that the following amount(s) and item(s) be transferred:

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-111-4220 (Professional Services) \$30,000
Commission

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-130-4222 (Adult Defense) \$10,000
Judicial System

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-212-4263 (Medical Services) \$30,000

Jail

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-212-4290 (Prisoner Rations) \$10,000
Jail

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-441-4220 (Professional Services) \$25,000
Behavioral Health

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-528-4220 (Professional Services) \$3,000
BCOAC

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-528-4250 (Repairs & Maintenance) \$10,000
BCOAC

FROM: General Fund contingency line 101-4-112-4290
TO: 101-4-528-4280 (Utilities) \$8,000
BCOAC

FROM: General Fund contingency line 101-4-112-4290
TO: 226-4-222-4390 (Communication Equipment) \$2,000
Emergency Management

Total Contingencies \$128,000

Michael Bartley
Chairperson
Brookings County, South Dakota

ATTEST:

Vicki Buseth
Finance Officer

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-84: an agreement for detention services between Minnehaha County, Lutheran Social Services South Dakota, and Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign Agreement #19-85: a Consultant Contract for Provision of Community Health Services between Brookings County and the South Dakota Department of Health, Family and Community Health, Child and Family Services.

Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign Agreement #19-86: a Memorandum of Understanding between SDSU Extension and Brookings County. 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.

Motion by Boersma, seconded by Pierce to approve and authorize Chairperson Bartley to sign Agreement #19-87: an intergovernmental contract with the South Dakota Public Assurance Alliance. Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Bartley to sign Agreement #19-88: an agreement for voluntary right-of-way donation between Brookings County and Darwin Ulvestad.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve a utilities certificate for BIG program project- structure 06-120-053. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to table the right-of-way certificate for BIG program project- structure 06-120-05 until the January 7, 2020 Commission Meeting.

Highway Superintendent Brian Gustad said this certificate is not ready to be approved yet.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to approve a Change Order 2 for the Brookings County Outdoor Adventure Center parking lot project in the amount of \$22,580.25.

BCOAC Director Kristin Heismeyer asked that the board put something in writing regarding any repairs or anything that needs to be done in the spring regarding the work that is not complete. She said there’s still a lot of puddles and water retentions in some areas. She said she was verbally told that they were going to come back and fix it. She said that hasn’t happened yet and wants to make sure there are some assurances that this project will be completed.

Commission Department Director Stacy Steffensen said Bowes Construction submitted for payment was above the initial bid and the two change orders. She said Bowes had some overage costs of \$7,304.36 and would like payment to cover those costs.

Jensen said he had a conversation with the foreman and was told that their initial intention was to excavate the gravel that was out there and use back into the base course. Because of the weather, Jensen said he was told it was unusable and that is why there's overage.

Pierce asked what the original bid was for the project and each of the change orders. Steffensen said the original bid was \$103,230 for the project. She said the first change order was \$44,770.00 and that was to increase the size of the parking lot. Steffensen said the second change order as presented is for \$29,884.61, which includes the \$7,304.36 of overages. She said the second change order is for extra mesh and gravel.

Boersma said typically you should approve overages in advance, whenever possible, unless there's a paper trail to document a construction change directive where it's necessary to keep the project on schedule. Boersma said it's hard to approve something when nothing has been presented. Bartley said part of the overage was poor gravel but questions the extra asphalt.

Bartley asked if the board should approve this change order today as is and ask them to submit additional documentation for additional change orders. Boersma said that is how she would do it. Bartley said he has no problem approving the change order as presented but suggested that documentation be provided if they want the additional \$7,304.36. Pierce suggested that a letter be sent along with the check. Steffensen said she would draft a letter requesting assurances that the work will be completed in the spring and a written explanation with a change order for the additional \$7,304.36.

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

Motion by Krogman, seconded by Boersma to approve payment to Bowes Construction for the Brookings County Outdoor Adventure Center parking lot project.

Steffensen said the payment is for \$170,580.25; change order one and change order two.

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

Motion by Pierce, seconded by Jensen to remove from the table the appointment of Mike Holzhauser to a 4-year term as Brookings County Veterans Service Officer. All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to appoint Michael Holzhauser to a 4-year term as Brookings County Veterans Service Officer to run from January 7, 2020 to January 1, 2024.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve the Human Services Poor Relief Guidelines. Background information was provided by Veterans & Human Services Director Michael Holzhauser.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to approve and authorize Chairperson Bartley to request to fill vacancy for a Corrections Sergeant in the Sheriff's Office/Jail. Background information was provided by Sheriff Martin Stanwick.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to transfer cash from budget line 101-4-211-4291 in the amount of \$59,186.12 to Fund 759, the Brookings County Fire Trust Fund.

Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Krogman to fund for a site survey for the I-29/20th Street South Interchange.

Commission Department Director Stacy Steffensen said the city received two quotes and the low bid was Civil Design Inc. in the amount of \$13,500. She said the city is requesting from the county \$6,750.00.

Jensen said this is above and beyond the \$2 million contribution. Jensen asked who is going to be responsible for the overpass once it's completed. He said he feels that the county has been very gracious with the \$2 million contribution towards this project. He said he worries about additional requests. Pierce said she really thinks that the county needs to contribute its share for the survey. She said the reason it's not coming out of the \$2 million contribution is because they haven't come to terms yet with the federal government. Pierce said the site survey has to be the first thing done.

Jensen said the city is the applicant of this project and wondered who would be responsible hereafter. He said it's still a township road. Jensen said he worries about additional expenses and overages when the county has already contributed \$2 million for this project. Bartley said he agrees with Jensen and said they need to form an agreement with the city on how they will handle overages and additional expenses outside the grant. Krogman said by agreeing to this site-survey by no means agreeing to pay for overages or missed expenses.

All members voted “aye.” Motion carried.

End of Year Designations

Commission Department Director Stacy Steffensen said in reviewing the surplus analysis, she recommends assigning \$2.5 million of general fund unassigned dollars. She said assigning \$2.5 million would put the county at 26% for year-end. Steffensen said the policy has been to be at about 25% at year-end.

Steffensen said she recommends designating \$30,000 each year through FY2022 for an expenditure in FY2023 for Sheriff's Departments radio updates. She said she also recommends designating \$1 million for the interchange project and \$1.47 million for the jail expansion project.

Motion by Boersma, seconded by Jensen to designate \$30,000 for radios, \$1 million for the interchange project and \$1.47 million for the jail expansion project.

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

Motion by Krogman, seconded by Boersma to declare a dell projector as surplus property to be sold via online auction; a state radio tower and equipment, Insta-Theatre and 25 suitcase style voting booths as surplus property to be transferred; 45 suitcase style voting booths, 2019 Dodge Durango, base antenna transceiver, communications equipment transceiver, IM Toshiba projector, 3- communications parts transceiver, 3-communications parts radio equipment, communications

parts radio equipment Smarttech amplifier, and a Kardex Lektriever as surplus property to be disposed of.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said due to publication requires, the dates for joint meetings with the City Council for the proposed joint jurisdiction zoning ordinance have changed. She said the First Reading will be January 14th at 5:30 p.m. and the Second Reading will be February 11th at 5:30 p.m.

Steffensen discussed the updated 2020 calendar. She said due to statutory requirements, Equalization Boards must be held on Tuesday, April 14th. Steffensen said that is noted as a separate meeting from the regular commission meeting dates.

Steffensen asked the board for talking points at Brookings Day at the Capitol on January 15th.

Steffensen said the commission received a request to contribute funds to the endowment fund for the state veteran’s cemetery.

Steffensen said Robert Burns, Chairperson of the South Dakota World Affairs Council, would like to meet with city and county governments on Tuesday, February 18th.

Steffensen said they received a resignation letter for a position on the Hospital Board. She asked the board for permission to start advertising for that position. By consensus, the board agreed to start advertising for that vacant position.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson said the Brookings County Adult Diversion Program was in the news, as well as THC Oil in Brookings County. Nelson said he would report more on that at a later Commission Meeting.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended CMAR Interviews; attended the Legislative Luncheon; attended the Public Affairs Meeting; attended the BEDC Meeting; and attended the Census Meeting.

Commissioner Boersma attended CMAR Interviews; attended the 4-H Promotion & Expansion Committee Meeting; attended the Legislative Luncheon; and attended a Brookings Behavioral Health & Wellness Meeting.

Commissioner Krogman attended CMAR Interviews; attended the Legislative Luncheon; and attended a Brookings Health Board Meeting.

Commissioner Jensen attended an Extension Board Meeting; attended CMAR Interviews; attended a 20th Street Overpass Meeting; and attended the 4-H Winter Calf Show.

Commissioner Bartley attended CMAR Interviews; attended the City/County Potluck; attended the Legislative Luncheon; and met with Mills Construction to discuss Affordable Housing.

EXECUTIVE SESSION

Motion by Boersma, seconded by Krogman to enter into Executive Session at 10:28 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations. All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Boersma to come out of Executive Session at 12:28 p.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, January 7, 2020 at 8:30 a.m.

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Brookings County

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