

FEBRUARY 2, 2021 –GENERAL MEETING

Meeting called to order by Commission Chair Fjeldehim at 8:45 A.M. in the Commission Chambers, Courthouse Annex, Brown County, SD. Present were Commissioners Feickert, Sutton, Wiese, Kippley. Commissioner Wiese led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Moved by Sutton, seconded by Feickert to approve the agenda. All members present voting aye. Motion carried.

MINUTES:

Moved by Sutton, seconded by Wiese to approve the general meeting minutes of January 26, 2021. All members present voting aye. Motion carried.

CLAIMS/PAYROLL:

Moved by Kippley, seconded by Feickert to approve the following claims and payroll:

Payroll: Commission \$4,327.95; Elections (Voucher) \$0.00; Auditor \$8,956.21; Treasurer \$13,759.89; SA \$23,644.31; SVAWA \$1,730.76; Maintenance \$8,627.49; Assessor \$14,636.39; Register of Deeds \$9,124.95; VSO \$4,474.38; GIS \$2,411.38; IT \$7,247.65; HR \$2,423.08; Sheriff \$40,361.29; Jail \$55,579.04; Court Security \$6,003.43; JDC \$25,408.80; Welfare \$2,982.62; Museum \$8,054.10; Parks/Fairgrounds \$3,429.18; Fair Board \$2,438.38; 4-H \$685.88; Weed \$884.14; Planning & Zoning \$4,448.62; Highway \$37,691.90; Dispatch \$29,713.07; Emergency \$4,160.96; Teen Court \$672.98; JDAI \$1,786.92; 24/7 Sobriety \$1,413.03; Landfill \$13,003.07; Matching Benefits: FICA @ \$20,214.36; Medicare @ \$4,727.65; Discovery_HSA @ \$300; Health Insurance_Wellmark BCBS @ \$119,139.76; Dental Insurance Delta Dental @ \$7,100.10; Life Insurance Dearborn National @ \$1,047.54; Retirement SDRS @ \$43,139.99.

CLAIMS: Insurance: Financial Services of Aberdeen \$2,895.44. Other: NESDCAP \$2,500.00. Professional Fees: Avera St. Luke's \$3,047.04; Drew Becker \$200.00; Carlsen Funeral Home \$200.00; Carrels & Bain Family Dental \$244.02; Charlevoix County \$30.00; Clark Engineering \$6,000.00; Michelle Gaikowski \$30.60; Gellhaus & Gellhaus \$160.00; Christopher Haar \$16.80; Kuck Law Office \$23.60; NE Mental Health Center \$1,508.00; Sanford Health \$23.00; State of South Dakota \$7,097.81; Shawn Patton \$20.00. Publishing: Aberdeen American News \$433.84; Blade Empire Publishing \$44.75. Repairs & Maintenance: Auto Glass Solutions \$40.00; B & B Contracting \$5,119.99; Graham Tire \$362.48; Jake's Heating and Cooling \$1,600.00; Lien Transportation \$800.00; Midwest Pump & Tank \$85.37; Pro Windmill \$95.00; Pierson-Ford \$2,039.73; Trinity Services Group \$100.00; Woodman Refrigeration \$175.00. Supplies: Bakken Build Maintenance \$500.00; Bass-Mollett Publishers \$82.35; BPro \$1,200.00; Carlsen Funeral Home \$432.60; Charm-Tex \$530.80; Cole Papers \$706.74; Dakota Mailing & Shipping \$171.99; Dakota Supply Group \$57.25; MB LLC \$454.14; Govconnection \$1,883.04; Great Western Tire \$259.95; Larry Becker \$446.00; Mac's \$43.16; Menards \$610.91; Midwest Pump & Tank \$33.02; Runnings \$38.94; SD Secretary of State \$7.00; Karen Swank \$24.00; Titan Machinery \$479.22; Travel & Conference: Mark Milbrandt \$456.00. Utilities: AT & T \$270.63; Qwest Corporation \$1,407.90; Montana Dakota Utilities \$39.73; Northwestern Energy \$11,243.88. All members present voting aye. Motion carried.

HR REPORT:

Moved by Feickert, seconded by Wiese to approve the HR Office Report, which includes the following:

- Acknowledge employemtn end date for Stacy Ramsdell, Brown County Communications Dispatcher, effective 1/29/2021 and approve request to fill vacancy.

- Acknowledge resignation of Margo Price, Brown County Building Maintenance Custodian, full-time, effective January 29, 2021 and approve request to fill vacancy.
- Acknowledge resignation of Sara Bohling, Brown County Jail/JDC Nurse, PRN, effective 1/25/21 and approve request to fill vacancy.
- Acknowledge resignation of Mary Baird, Brown County Dacotah Prairie Museum Curatorial Assistant, part-time, effective March 26, 2021 and approve request to fill vacancy.
- Acknowledge resignation as no-show of Luz Diaz, Brown County Jail Correctional Officer, full-time; effective January 25, 2021 and approve request to fill vacancy.
- Approve hiring of Jeffrey Steele as Brown County Building Maintenance Custodian, part-time; starting wage of \$11.61 per hour; effective February 8, 2021.
- Approve hiring of Jazilynn Risetter as Brown County Jail Correctional Officer, full-time; starting at \$16.82 per hour; effective February 8, 2021.

All members present voting aye. Motion carried.

LANDFILL CELL 4 CONSTRUCTION PROJECT:

Moved by Sutton, seconded by Feickert to approve and authorize the Chair sign Contract Agreement and Notice to Proceed for the Landfill Cell 4 Construction Project (Baranko Brothers, Inc). All members present voting aye. Motion carried.

LEASES:

Moved by Sutton, seconded by Kippley to approve lease agreement with Little Rock Holiness Church for lease of Richmond Lake Youth Camp Lodge July 12-16, 2021. All members present voting aye. Motion carried.

CLAIM ASSIGNMENT:

Moved by Sutton, seconded by Feickert to authorize Auditor sign documentation to assign claim against an individual to Credit Collection Bureau for the purpose of collecting liens. All members present voting aye. Motion carried.

AUDITOR'S REPORT OF ACCOUNTS:

Moved by Kippley, seconded by Wiese to approve the following Auditor's report of account for December 2020 as follows: Total Cash and Checks on Hand 7700 Total Checking Account Balances: 10553588.99 Total Savings Account Balances: 3425447.42 Total Certificates of Deposit: 4951798.16 Grand Total Cash and Balances: 18938534.57 General Fund Cash and Investment Balances by Funds: General Fund 9252267.94 Road & Bridge Fund 1602449.74 Road & Bridge Fund - restricted 423243.27 911 Service 290076.62 Emergency & Disaster 137077.58 Domestic Abuse 648 Teen Court 31913.95 Grant 32.11 JDAI -23542.64 Richmond Youth 21916.96 24/7 Sobriety 16166.45 ROD M&P 104604.18 Tif Debt Service 913.14 Landfill + cash change 3770535.86 Landfill - restricted 1400479.44 Trust and Agency Funds 1909751.97 GRAND TOTAL GENERAL FUND CASH AND INVESTMENTS 18938534.57. All members present voting aye. Motion carried.

CONTRACT – SD DOH COMMUNITY HEALTH NURSE:

Moved by Sutton, seconded by Wiese to authorize chair sign agreement with SD Department of Health for public health services in Brown County in the amount of \$19,617.00. All members present voting aye. Motion carried.

ABATEMENTS:

Moved by Sutton, seconded by Wiese to approve the following abatements:

Alexander Mitchell (Solid Waste) \$86.74, American Legion Post #58 (Solid Waste) \$86.74, Patrick Teal (Fire) \$53.40, Craig Larson (Solid Waste) \$33.49, Albert Fischer (clerical Error) \$1,593.27, Blackstone Developers LLC (clerical error) \$11,038. Dan and Barbara Kimball (Solid Waste) \$86.74. All members present voting aye. Motion carried.

HUMAN RESOURCE ASSISTANT/WELFARE ASSISTANT:

Erica Coughline (HR Director) and Roxy Hilgenberg (Welfare Director) shared the need for a part time welfare assistant is temporary on an as needed, emergency basis. Discussion to cross train the HR Assistant on emergency welfare services as needed. Moved by Sutton, seconded by Wiese to authorize advertising for a full-time Human Resource Assistant at 32 hours per week and recind hiring a welfare assistant. Roll call vote: Commissioners Feickert-aye, Sutton-aye, Wiese-aye, Kippley-nay, Fjeldheim-aye. Motion carried.

BID - RENTAL OF EQUIPMENT: Time and place as advertised to open, read and consider sealed bids for furnishing Full/Bare Operation Rental Service of Gravel Trucks and Road Machinery for construction and maintenance repairs on Brown County Road Projects for the year 2021. Bids were received from B&B Contracting, Diesel Machinery Inc, Hanlon Brothers, H.F. Jacobs & Son Construction, Jensen Rock and Sand, Lien Transportation, RDO Equipment, Webster Scale. Moved by Kippley, seconded by Feickert to award all bids on the rental of equipment based on location and availability, as per tabulation sheet on file in the Auditor's Office (available for public inspection Monday – Friday, 8:00 a.m. to 5:00 p.m.) All members present voting aye. Motion Carried.

HIGHWAY BIDDING PROCESS:

Dirk Rogers, Highway Superintendent facilitated discussion on streamlining and improving the county bidding process. No action taken.

EXECUTIVE SESSION:

Moved by Sutton, seconded by Kippley to go into executive session to discuss personnel per SDCL 1-25-2(1). All members present voting aye. Motion carried. The chair declared the executive session closed with no action taken.

ADJOURNMENT:

Moved by Kippley, seconded by Sutton to adjourn the Brown County Commission at 9:53 A.M. All members present voting aye. Motion carried.

Cathy McNickle, Brown County Auditor

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