

## FEBRUARY 7, 2023 – GENERAL MEETING

Meeting called to order by Chairman Sutton at 8:45 A.M. in the Commission Chambers, Courthouse Annex, Brown County, SD. Present were Commissioners Dennert, Fjeldheim, Gage, Sutton and Wiese. Auditor Heupel led the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Commissioner Gage moved to approve the agenda, seconded by Fjeldheim. All members present voting aye. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT:** None

### WILDLAND FIRE DESIGNEE:

Moved by Commissioner Fjeldheim, seconded by Dennert to appoint Scott Meints and Patti Woods as the Designees for the Wildland Fire Division. Commissioner Wiese was appointed during the Reorganization meeting on January 3<sup>rd</sup>. All members present voting aye. Motion carried.

### NECOG MEMBER-AT-LARGE BOARD MEMBER:

Moved by Commissioner Wiese, seconded by Dennert to appoint Scott Meints, Emergency Management Director as Brown County Member-At-Large on the NECOG Board. All members present voting aye. Motion carried.

### SLEDDING AT LANDFILL:

Mike Scott, Landfill Manager met with the Brown County Commissioner asking them for approval to allow a Church Youth Group to go sledding at the Landfill. He shared that they would have to sign a waiver so no liability on the County. Moved by Commissioner Wiese, seconded by Gage to approve this. All members present voting aye. Motion carried.

### LANDFILL UPDATE:

Mike Scott, Landfill Manager gave a brief department update letting the Commission know that they will be purchasing a New Payloader and Scale which were budgeted for this year. Also, they will be doing some upgrades at the Fire Station.

### MINUTES:

Moved by Commissioner Wiese, seconded by Fjeldheim to approve the General Meeting minutes of January 31, 2023. All members present voting aye. Motion carried.

**CLAIMS:** Moved by Commissioner Gage, seconded by Wiese to approve the following claims:

Professional Fees: Adamsoft LLC \$2,437.50; Association of SD County Weed & Pest Boards \$150.00; Avera St. Luke's \$251.26; CenturyLink \$183.45; Commercial Electronics Corp \$5,550.00; Dakota's Finest Investigations, LLC \$477.50; Helms & Associates Inc \$687.40; Kristi Brandt \$38.25; Lincoln County Treasurer \$242.40; Minnehaha County, SD \$10,276.50; Mitchell Alan Vilhauer \$698.04; RegistrationMax LLC \$750.00; Sanford Health Occupational Medicine Aberdeen \$47.00; SD Secretary of State \$30.00; SDSU Extension \$21,770.63; Zylstra Investigations \$1,435.00. Publishing: Groton Independent \$478.98; Midstates Printing \$1,140.00; Northwest Blade \$161.50. Repairs & Maintenance: Aberdeen Auto Center, Inc \$77.35; Auto Glass Solutions Inc \$40.00; Butler Machinery Company \$1,320.00; Century Business Products \$61.46; Crawford Trucks & Equipment \$754.87; Dakota Electronics \$443.15; Dakota Fluid Power, Inc \$843.02; Hase Plumbing & Heating Inc \$961.60; House of Glass \$2,751.50; Lang's Audio TV & Appliance \$95.00; Lawson Products Inc \$26.97; Mark Kolb \$1,410.00; Pantorium Cleaners Inc \$235.96; R.D. Offutt Company \$3,585.57; Schwan Welding \$445.70; Tru Green Chemlawn \$478.21. Supplies: Aberdeen Auto Center, Inc \$91.00; Agtegra Cooperative \$81,993.73; APH Stores, Inc \$38.43; Bakken Building Maintenance \$500.00; Bimbo Foods USA, Inc \$859.00; Butler Machinery Company \$7,987.46; Century Business Products \$4.08; Cole Papers \$3,249.17; Cook's Corretional \$105.95; Crawford Trucks & Equipment \$1,813.54; Dakota Fluid Power, Inc \$2,123.34; Dakota Mailing & Shipping Equipment Inc \$290.26; Dakota Supply Group \$1,019.70; Dawson Anderson \$5.31; Farm Power Mfg \$42.21; Fastenal Company \$133.80; Gannett Holdings LLC Ohio \$332.80; Henry Fulda \$13.77; Interstate Battery System of SD \$425.85; Lawson Products Inc \$319.54; Leidholdt Tool Sales LLC \$130.35; Menards \$1,207.62; Midstates Printing \$12.42; Napa Central \$58.63; Pantorium Cleaners Inc \$84.00; Performance Rentals LLC \$28.25; Pitney Bowes Inc \$778.00; Plumbing & Heating Wholesale Inc \$202.51; R.D. Offutt Company \$1,123.49; Runnings \$314.50; US Foods \$9,064.16. Travel & Conference: Aaron Walberg

\$197.20; Dave Lunzman \$458.00; McKenzie Farmen \$14.00. Utilities: AT&T Mobility \$184.50; CenturyLink \$288.56; Midcontinent Communications \$214.97; Northwestern Energy \$12,579.42; State of South Dakota \$118.73; Town of Frederick \$76.00. Machinery & Equipment: Dakota Electronics \$5,063.44. Commissioner Sutton pulled the voucher for Aberdeen Area Chamber of Commerce Membership Dues. After further discussion, it was decided to see what they would charge to include all of Brown County and what the membership entails. All members present voting aye. Motion carried.

#### HR REPORT:

Moved by Commissioner Fjeldheim seconded by Wiese to approve the following Human Resource Report submitted by Human Resources Director, Erica Coughlin:

- Acknowledge employment ending for Danielle Watson as Brown County JDC Detention Officer, full-time; effective January 27, 2023. Request to fill.
- Approve hiring of Doug Rush as Brown County Assistant Building Maintenance Superintendent, full-time; starting wage \$26.46/hour; effective February 6, 2023.
- Approve personal miles driven for December 2022 at .625 per mile as follows: Kendall Titze 126 miles at \$78.75; John Florey 132 miles at \$82.50; Mike Scott 180 miles @ \$112.50.
- Approve personal miles driven for January 2023 at .655 per mile as follows: Kendall Titze 114 miles at \$74.67; John Florey 120 miles at \$78.60; Mike Scott 200 miles @ \$131.00.

All members present voting aye. Motion carried.

#### SURPLUS INVENTORY:

Moved by Commissioner Dennert, seconded by Gage to approve to surplus to the Landfill for disposal Snapper Snow Thrower/Auger Sheared and Sebo vacuum will use for parts from Maintenance department. All members voting aye. Motion carried.

#### CLAIM ASSIGNMENTS:

Moved by Commissioner Fjeldheim, seconded by Wiese to authorize and approve the Auditor sign the Claim Assignments against individuals to Credit Collections Bureau for the purpose of collecting liens. All members present voting aye. Motion carried.

#### LANDFILL TONNAGE REPORT:

Moved by Commission Gage, seconded by Wiese to acknowledge the Landfill Tonnage Report for January 2023. All members present voting aye. Motion carried.

#### 2023 UNION CONTRACT:

Moved by Commissioner Wiese, seconded by Gage to authorize and approve the Chairman to sign the 2023 Union Contract. Commissioner Sutton shared that he wanted to Thank Commissioner Wiese and Erica Coughlin, HR Director for all their work and time working with the Union to get a contract in place. All members present voting aye. Motion carried.

#### AUDITOR'S REPORT OF ACCOUNTS:

Moved by Commissioner Dennert, seconded by Fjeldheim to approve the Auditor's Report of Accounts of December 2022 as follows: Total Cash and Checks on Hand 7,700.00; Total Checking Account Balances 20,153,697.55; Total Savings Account Balances 3,400,447.42; Total Certificates of Deposit 3,979,550.72; Grand Total Cash & Balances 27,541,395.69. General Fund Cash and Investment Balances by Funds: General Fund 8,543,064.01; Road & Bridge Fund 3,072,426.25; Road & Bridge Fund – restricted 423,243.27; 911 Service 990,976.71; Emergency & Disaster 244,504.45; Domestic Abuse 795.00; Teen Court 329.99; Grant 32.11; JDAI 30,167.80; Richmond Youth Camp 0.00; 24/7 Sobriety 20,117.91; ROD M & P 106,856.19; American Rescue Plan Federal Grant 7,545,865.45; Rural Access Infrastructure 295,338.93; TIF Debt Service 1,081.66; Landfill + cash change 3,890,291.17; Landfill – restricted 1,400,479.44; Trust and Agency Funds 975,825.35; Grand Total General Fund Cash & Investments 27,541,395.69. All members present voting aye. Motion carried.

#### TRAVEL REQUESTS:

Moved by Commissioner Wiese, seconded by Gage to approve the Travel Request for Rachel Kippley and Fair Board Members for Zone 4 International Association of Fairs & Expos on March 19-21, 2023 in St. Cloud, MN

and John Florey, Dean Zumbaum and Josh Ulmer from Highway Department to attend Annual Asphalt Conference on February 15-16, 2023 in Oacoma, SD. All members present voting aye. Motion carried.

LEASE AGREEMENTS:

Moved by Commissioner Fjeldheim, seconded by Dennert to approve and authorize the Chair sign the following lease agreements: Randy Zens for lease of Club House for Graduation Reception on May 12, 2023; Justin Scepaniak for lease of Club House for Wedding Reception on June 3, 2023; Dacotah Prairie Museum for lease of Holum Expo Building for PickleBall Tournament on June 10, 2023; Heartland Association of Fairs, Festivals and Events for lease of Stage for Heartland Annual Convention on November 16-18, 2023. All members present voting aye. Motion carried.

OTHER BUSINESS: None

EXECUTIVE SESSION:

Moved by Commissioner Wiese, seconded by Gage to go into executive session to discuss Personnel per SDCL 1-25-2. All members present voting aye. Motion carried. The chair declared the executive session closed with no action taken.

ADJOURNMENT:

Moved by Commissioner Dennert, seconded by Wiese to adjourn the Brown County Commission meeting at 9:23 a.m. All members present voting aye. Motion carried.

Lynn Heupel, Brown County Auditor

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