

JANUARY 10, 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, and Sutton. Commissioner Wiese was Absent. Commissioner Dennert led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Amended the Agenda by moving HR Report to after Executive Session. Commissioner Gage moved to approve the agenda with the amendment, seconded by Dennert. All members present voting aye. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT: None

ORDINANCE #239 - FIRST READING:

Moved by Commissioner Fjeldheim, seconded by Gage to approve the First Reading of Proposed Ordinance #239. Applicants Nicole Kempf, Personal Representative of the Estate of Daniel C. Kempf requesting to rezone from Chapter 4.06 Agriculture Preservation District (AG-P) to Chapter 4.07 Mini-Agriculture District (M-AG) for Proposed Lot 1 to bring this parcel into compliance for its future use: Proposed Lot 1, "Palmyra Farmhouse Addition" in the SW ¼ of Section 18-T128N-65W of the 5th P.M., Brown County, South Dakota (10260 373rd Ave., Palmyra Twp.). All members present voting aye. Motion carried.

ORDINANCE #240 - FIRST READING:

Moved by Commissioner Dennert, seconded by Gage to approve the First Reading of Proposed Ordinance #240. Applicants Lucas & Mary Keahey and CJ Lane requesting to rezone from Agriculture Preservation District (AG-P) to Mini-Agriculture District (M-AG) for Proposed Lot 1 to bring this parcels into compliance for their current use: The South 250' of the East 963', Except Road R.O.W., and the 337' North of the South 250' of the East 963', Except Road R.O.W., both in the NE1/4 of Section 19-T123N-R64W of the 5th P.M., Brown County, South Dakota. (13341 & 13345 383rd Ave., Aberdeen Twp.). All members present voting aye. Motion carried.

HOLIDAY SCHEDULE:

Erica Coughlin, HR Director met with the Commission to approve the following Holiday Schedule for 2023: Brown County recognizes and observes the following as paid holidays for eligible employees:

- New Year's Day January 1st
- Martin Luther King Jr. Day Third Monday in January
- President's Day Third Monday in February
- Memorial Day Last Monday in May
- Juneteenth June 19th
- Independence Day July 4th
- Labor Day First Monday in September
- Native Americans' Day Second Monday in October
- Veterans' Day November 11th
- Thanksgiving Day Fourth Thursday in November
- Day after Thanksgiving Fourth Friday in November
- Christmas Eve December 24th
- Christmas Day December 25th

Plus, any other day that is proclaimed as a holiday by the Governor of South Dakota or the President of the United States.

- If a holiday falls on a Saturday, it is observed on the preceding Friday. If a holiday falls on a Sunday, it is observed on the following Monday. (Sheriff's Deputies, Correctional Officers: Jail, JDC/HD, 24-7, and Dispatchers, who are required to work, are paid for the actual Holiday Day.)

Eligibility for Holiday Pay

- Non-essential Employees
 - Full-time employees = 8 hours for full day; 4 hours for half day
 - Part-time employees = 4 hours for full day; 2 hours for half day
 - Only if it is your scheduled day to work
- Essential Employees
 - Full-time employees = number of hours worked on holiday at 1.5 times and 8 hours holiday at regular pay.
 - Ex: 0 hours worked on the holiday, 8 / 10 hours holiday at regular pay
 - Ex: 2 hours worked on holiday at 1.5 times plus 8 hours holiday at regular pay
 - Ex: 8 hours worked on holiday at 1.5 times plus 8 hours holiday at regular pay
 - Ex: 10 hours worked on holiday at 1.5 times plus 8 hours holiday at regular pay
 - Part-time employees = number of hours worked on holiday at 1.5 times and 4 hours holiday at regular pay.
 - Ex: 0 hours worked on the holiday, 0 hours holiday pay
 - Ex: 1 hour worked on holiday at 1.5 times plus 4 hours holiday at regular pay
 - Ex: 4 hours worked on holiday at 1.5 times plus 4 hours holiday at regular pay
 - Ex: 6 hours worked on holiday at 1.5 times plus 4 hours holiday at regular pay

Moved by Commissioner Gage, seconded by Fjeldheim to approve the proposed 2023 Holiday Schedule. All members present voting aye. Motion carried.

NECOG BOARD:

Moved by Commissioner Fjeldheim, seconded by Gage to approve Duane Sutton as the second Commissioner to sit on the NECOG Board. The County also has an At-Large Representative that they can assign; Commissioner Sutton will visit with a couple of Department Heads to see if they would be interested and bring it back to the Commission to decide at a later date. All members present voting aye. Motion carried.

MINUTES:

Moved by Commissioner Fjeldheim, seconded by Dennert to approve the January 3, 2023 Reorganization Meeting Minutes. All members present voting aye. Motion carried.

CLAIMS:

Moved by Commissioner Gage, seconded by Dennert to approve the following:

Claims: Professional Fees: Agterra Technologies, Inc. \$500.00; Avera St. Luke's \$974.46; AWS \$4,500.00; Dakota's Finest Investigations, LLC \$955.63; Daniel L. Fox \$160.00; Darcy Lockwood \$15.00; Day County \$765.00; Dware Inc \$4,350.00; ESRI - Environmental Systems Research Institute \$16,500.00; Helms & Associates Inc \$720.80; Horizon Health Care Inc \$83.86; Language Line Services Inc \$594.06; Lexisnexis Risk Data Mgmt Inc. \$162.00; Lincoln County Treasurer \$167.97; Magnet Forensics USA, Inc. \$5,410.00; Medical Priority Consultants, Inc. \$365.00; Minn-Kota Communications, Inc. \$6,450.00; Pulsepoint Foundation \$8,000.00; Rhodes Anderson Insurance \$50.00; Sanford Health Network \$470.42; Sanford Laboratories \$4.76; Sara Zahn \$89.05; Satellite Tracking of People, LLC \$1,303.25; Sd Assoc of County Weed and Pest Supervisors \$75.00; SD Dept of Health \$890.00; SD Secretary of State \$30.00; SD Sheriff's Assoc \$1,649.03; SDAE4-HP \$120.00; Tyler Technologies \$520.00; Valerie J. Larson \$15.00; West Publishing Corp. \$283.30; Yankton County Sheriff Office \$100.00.

Publishing: Dakota Broadcasting, LLC \$280.00; Huether Brothers Publishing, Inc. \$23.36.

Rentals: Pantorium Cleaners Inc. \$103.68; Roland L. Moerke \$217.05;

Repairs & Maintenance: Dakota Fluid Power Inc \$228.49; Graham Tire Inc \$102.91; Hoven Auto Repair Inc \$1,746.39; Nicholas D. Kampa \$127.55; Pantorium Cleaners Inc. \$281.20; Precision Kiosk Technologies \$2,700.00; R.D. Offutt Company \$1,660.05; Roland L. Moerke \$90.00; Runnings \$109.99; Sander's Sew-N-Vac, Inc \$253.18; Sewer Duck Inc \$865.00; Steven Lust Automotive \$112.82; Walth Safety Service Inc \$335.00; Welton Maunu \$409.50.

Supplies: Aberdeen Fire & Rescue \$934.00; Agtegra \$58,088.54; Amazon Capital Services, Inc \$2.98; Bakken Build Maintenance \$500.00; Butler Machinery Co \$1,433.20; Century Business Products \$355.71; Charm-Tex \$1,272.30; Dakota Fluid Power Inc \$840.85; Daniel L. Fox \$3.07; Earthgrains Baking Co. Inc. \$951.25; East Side Jersey Dairy, Inc \$1,139.85; Farm Power Mfg Inc \$55.80; Full Circle Ag \$4,510.83; Interstate Battery System of SD \$202.90; Ken's Superfair Foods \$226.98; Leidholdt Tool Sales, LLC \$75.22; McLeods Printing & Office Supply \$394.24; Menards \$553.17; Michael Carlsen \$5,180.00; Midstates Printing \$199.92; Midwest Pump & Tank \$670.58; Minn-Kota Communications, Inc. \$665.00; Pantorium Cleaners Inc. \$84.00; Pitney Bowes Inc. \$15,000.00; R.D. Offutt Company \$7,388.92; Roland L. Moerke \$30.00; Runnings \$180.53; Sander's Sew-N-Vac, Inc \$209.94; Stan Houston Equipment Co. \$189.00; Tri State Water \$148.25; US Foods \$11,039.20; Walth Safety Service Inc \$330.00; Web Water Bottling Company \$9.75.

Travel & Conference: Dave Lunzman \$344.00.

Utilities: AT&T Mobility \$43.23; Lumen \$285.76; Midcontinent Communications \$224.56; Northwestern Energy & Communications \$17,449.78; Town of Frederick \$90.62.

Others: NEOCG \$26,420.13; SD Dept of Agriculture & Natural Resources \$3,216.58.

All members present voting aye. Motion carried.

CLAIM ASSIGNMENTS:

Moved by Commissioner Fjeldheim, seconded by Gage 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.

TRAVEL REQUESTS:

Moved by Commissioner Dennert, seconded by Gage to approve the following Travel Requests:

- Morgan Bingham, Jill Crosby and McKenzie Serfoss from Communications to travel to Faulkton, SD on January 26, 2023.
- Aaron Walberg, VSO to travel to Pierre, SD on January 11, 2023.
- Lynn Heupel, Auditor to travel to Pierre, SD on January 22-23, 2023.

All members present voting aye. Motion carried.

LANDFILL TONNAGE REPORT:

Moved by Commission Fjeldheim, seconded by Gage to acknowledge the Landfill Tonnage Report for December 2022. All members present voting aye. Motion carried.

4-H ADVISORY BOARD:

Moved by Commissioner Gage, seconded by Dennert to approve the updated 4-H Advisory Board, which was adding Ashley Dunham to the Non-4-H Adults Committee. All members present voting aye. Motion carried.

UNCOLLECTIBLE TAX LIST:

Moved by Commissioner Fjeldheim, seconded by Dennert to declare the taxes uncollectible on the following mobile homes: Key #28710, 28424, 20331, 20350, 20355, 20357, 3280, 16549, 28563, 5346, 28564, and 5347 as of December 31, 2022 submitted by Patty VanMeter, Brown County Treasurer. All members present voting aye. Motion carried.

TOWING CONTRACTS:

Moved by Commissioner Dennert, seconded by Gage to approve the three year Towing Service Contracts with Towing Plus; Knight Towing, Harr Motors and Eddie's Northside. All members present voting aye. Motion carried.

QUARTERLY INTEREST STATEMENT:

Moved by Commissioner Fjeldheim, seconded by Gage to accept for filing the Oct-Dec 2022 Interest statement (\$21,820.53), submitted by County Treasurer, Patty VanMeter. All members present voting aye. Motion carried.

OTHER BUSINESS: None

EXECUTIVE SESSION:

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

HR REPORT:

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

- Acknowledge the transfer of Tanner Podoll from Brown County Jail Sergeant to Brown County JDC Sergeant; effective January 16, 2023.
- Acknowledge the transfer of Jesse Milbrandt from Brown County Sheriff's Office Records Technician to Brown County Veteran's Service Coordinator; effective January 23, 2023. Request to fill.
- Approve the promotion of Cindy Woodford, from Brown County ROD Deputy to Brown County ROD Chief Deputy; wage \$25.18/hour; effective January 9, 2023.
- Approve hiring William Esser as Brown County Jail Detention Officer, full-time; starting wage \$20.67/hour; effective January 23, 2023.
- Promotion of Lesli Geranen, from Brown County Jail Detention Officer to Brown County Jail Sergeant; starting wage \$25.18/hour; effective January 22, 2023.

All members present voting aye. Motion carried.

ADJOURNMENT:

Moved by Commissioner Fjeldheim, seconded by Dennert to adjourn the Brown County Commission at 11:17 a.m. All members present voting aye. Motion carried.

Lynn Heupel, Brown County Auditor

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