

JANUARY 28, 2025 – 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, Dinger, Gage, Sutton and Wiese. Commissioner Gage led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Moved by Commissioner Wiese, seconded by Gage to approve the agenda. All members present voting aye. Motion carried.

OPPORTUNITY FOR PUBLIC COMMENT: None

MEMORANDUM OF UNDERSTANDING (MOU) WITH DICKEY COUNTY:

Dirk Rogers, Highway Superintendent shared that there are four (4) Bridges along the county/state line between Brown County and Dickey County, ND. In the MOU it states to coordinate and improve border bridge ownership, maintenance, and inspection between the two states regarding 23 CFR 650.307-Bridge inspection organization and responsibilities. It was decided as follows on all four bridges:

ND Bridge ID	SD Bridge ID	Ownership	Maintenance	Inspection
11-115-24.1	N/A	50/50	100 % Dickey Co.	100% Dickey Co.
11-116-24.0	07-023-000	50/50	100% Dickey Co.	100% Dickey Co.
11-127-24.0	07-131-000	50/50	100% Dickey Co.	100% Dickey Co.
11-140-24.0	07-266-000	50/50	100% Brown Co.	100% Brown Co.

Moved by Commissioner Dennert, seconded by Dinger to approve and authorize Chairman Sutton to sign the Memorandum of Understanding between Brown County, SD and Dickey County, ND regarding 23 CFR 650.307 - Bridge Inspection organization responsibilities listed above. All members present voting aye. Motion carried.

APPROVE BID NOTICE & AUTHORIZE ADVERTISING FOR SMALL ANIMAL BARN:

Rachel Kippley, Fair/Fairgrounds/Parks Manager discussed with the Commission, her intent to leave the plans very general to see what different options would be presented through the bids for a 50 x 100 (5,000 sq. ft.) Small Animal Barn to replace the current Bunny Barn and possibly flipping it to go North and South. The barn will not be insulated, have concrete and electrical will be done later. They did give an option for some sponsorship on the bids, contingent on approval by the Commission, to give naming rights for a ten-year period. Moved by Commissioner Wiese, seconded by Gage to authorize advertising public hearing to open, read and consider bids for Small Animal Barn to be held on Tuesday, February 18, 2025 in the Commissioner’s Chambers, Courthouse Annex, Brown County, SD. All members present voting aye. Motion carried.

SHERIFF IMPREST FUND:

Chairman Sutton shared that all County Employees except Sheriff have a policy in place for reimbursement of meals when on out-of-town business trips, by completing documentation to get reimbursed. Chief Deputy Sheriff Jon Lemke questioned about meals for the inmates when on a transport. Chairman Sutton informed that the employee could pay for the inmates’ meals with the County credit card, but employees pay their own and get reimbursed. Chairman Sutton shared things are not as efficient as they should be, which is the reason for the change. Chief Deputy Sheriff Lemke shared concerns of extended day trips that the employees must take. Commissioner Wiese commented that this happens with other county employees, which than they follow the policy of turning in the reimbursement documents. It is a bit of a change, but for better accounting purposes and less cash floating it would simplify things. Commissioner Gage questioned about making an exception for the extended trips, but it was mentioned again that all other county employees follow the policy for reimbursement. Chief Deputy Sheriff Lemke questioned why after 12 years this is now an issue. Commissioner Wiese stated that after looking into the imprest fund and cleaning things up for accounting purposes, they would like to follow current policy for all employees. After further discussion, Commissioner Wiese commented that he would be comfortable keeping the imprest fund with some changes to the policy and exceptions. Changing the 4-day round trips would be an exception rather than a rule, and a rule would be to complete a Travel reimbursement form and get reimbursed the per diem. As a reasonable compromise, Commissioners decided to leave the imprest fund to only be used for special exceptions, such as the longer trips. Otherwise, the employee will follow policy and will complete travel reimbursement documentation.

TAX DEEDS:

Patty VanMeter, Treasurer had presented the Commission with a list of properties that she felt needed to be submitted for Tax Deeds, so she asked the Commission if there were any they wanted to dispute or discuss. Patty informed them that some only have 1-year and suspects that once they get the letter, they have 30 days to get that year paid; shows them what is outstanding. Moved by Commissioner Wiese, seconded by Gage to approve the Treasurer, Patty VanMeter to proceed with Tax Deed notices. All members present voting aye. Motion carried.

UNCOLLECTIBLE TAXES:

Patty VanMeter, Treasurer also had one uncollectable Mobile Home, she shared that occasionally they do get the money before they are moved if in a park and condemned, but she wouldn't need to make any further effort on them. Motioned by Wiese, seconded by Dinger to approve Treasurer, Patty VanMeter can claim the one Mobile Home as uncollectable. All members present voting aye. Motion carried.

MINUTES:

Moved by Commissioner Gage, seconded by Wiese to approve the General Meeting Minutes of January 21, 2025. All members present voting aye. Motion carried.

CLAIMS/PAYROLL:

Moved by Commissioner Gage, seconded by Wiese to approve the following claims/payroll:

Claims: Professional Fees: Aberdeen Advanced Care Ambulance \$484.59; Aberdeen Cardiology \$23.34; Aberdeen ED \$1,568.11; Aberdeen Imaging \$97.65; Aberdeen Medical Center \$392.00; Aberdeen Orthopedics \$145.95; Carrels & Bain Family Dental Care \$492.32; CenturyLink-Lumen \$182.87; Clay County Sheriff Civil Office \$52.65; Dakota Group, LLC \$2,500.00; Fargo Teleradiology Prof \$57.14; gWorks \$1,103.00; Houston Engineering \$18,372.36; Kristi Brandt \$282.75; Lucy Lewno \$204.00; Mark Katterhagen \$24.00; NSU Finance Office \$15.00; PulsePoint Foundation \$8,000.00; Sara Zahn \$200.90; SD Dept of Health \$1,420.00; SDHSC \$600.00; Spitzer Miller Funeral Home \$3,600.00; State of South Dakota PMB 0112 \$101.25; Valerie Larson \$24.00; Yankton County Sheriff's Office \$50.00; US Bank \$7,214.03. Publishing: Black Hills Pioneer \$13.10; Glacial Lakes & Prairie Tourism Assn. \$335.00; McQuillen Creative Group, Inc \$1,326.98; Mobridge Tribune \$34.23; The Dakota Scout \$13.59; US Bank \$300.00. Rentals: Advantage Self Storage \$276.00. Repairs & Maintenance: Aberdeen Chrysler Center \$3,324.00; Burdette Security & Technologies, LLC \$585.00; Dakota Doors \$2.20; House of Glass \$983.72; IMEG \$2,500.00; Leidholt Electric, LLC \$12,175.99; Midwest Pump & Tank \$25.00; Schwan Electric \$3,041.15; Sewer Duck, Inc \$375.00; TruGreen, Aberdeen \$640.20; Western States Fire Protection Co \$3,910.00; US Bank \$2,079.85. Supplies: Aberdeen Chrysler Center \$7,339.15; Amazon Capital Services \$894.62; Avera LTC Pharmacy-Aberdeen \$6,986.92; Century Business Products \$353.96; Cole Papers \$653.54, Dakota Doors \$108.00; Geffdog Designs \$632.60; Government Forms & Supplies \$63.69; Howmedica Osteonics Corp \$87.00; Leidholdt Tool Sales, LLC \$26.36; Lucy Lewno \$6.73; Menards \$243.28; Midstates Group \$2,210.00; Midwest Pump & Tank \$374.00; Newman Signs, Inc \$59.29; Thomson Reuters – West Payment Center \$1,951.46; US Bank \$7,740.71. Travel & Conference: US Bank \$739.14. Utilities: Dependable Sanitation \$184.00; Northwestern Energy \$3,752.60; NVC \$260.00; T-Mobile \$801.64; Verizon Wireless \$42.74; US Bank \$3,932.92. Other: Glacial Lakes & Prairie Tourism Assn. \$750.00. Machinery & Equipment: JGE \$42,703.08.

Payroll: Commission \$4,896.51; Elections \$1,936.80; Auditor \$10,575.52; Treasurer \$18,264.44; SA \$36,603.68; Maintenance \$11,991.17; Assessor \$16,593.39; Register of Deeds \$10,905.91; VSO \$4,741.87; GIS \$2,946.49; IT \$10,005.68; HR \$5,419.29; Sheriff \$50,248.46; Jail \$72,540.40; Coroner \$1,750.00; Court Security \$8,266.85; JDC \$32,359.33; Welfare \$2,604.27; Museum \$12,939.04; Parks/Fairgrounds \$6,720.68; Fair Board \$3,626.65; 4-H \$877.20; Weed \$1,179.67; Planning & Zoning \$8,062.17; Highway \$57,452.88; Dispatch \$40,244.95; Emergency \$5,374.65; 24/7 Sobriety \$2,663.40; Landfill \$17,811.11; Meal Benefits \$144.00; FICA \$27,333.78; Medicare \$6,392.57; Discovery (HSA) \$2,639.91; Health Insurance (Wellmark BCBS) \$129,321.23; Dental Insurance (Delta) \$9,122.58; Life Insurance (Dearborn) \$1,071.00 and Retirement (SDRS) \$63,476.83. All members present voting aye. Motion carried.

HR REPORT:

Moved by Commissioner Dennert, seconded by Dinger to approve the following Human Resource Report submitted by Human Resources Director, Allison Tunheim:

- Hiring of Christopher Klingensmith, Jr. as Brown County Jail Detention Officer, FT; starting wage \$21.93/hr. – effective January 22, 2025.

- Appointing Deputy Coroners List:
 - Brad Ziegler (Aberdeen Police Department)
 - Ty Reinke (Aberdeen Police Department)
- Removal from the Deputy Coroner's List:
 - Jon Lemke
 - Mike Hill
 - Keith Baker
 - Wes Graf
 - Brandon Mills
 - Alternate – Brandon Leslie (Spitzer-Miller)

All members present voting aye. Motion carried.

2024 CORRECTIONS TO LANDFILL CHARGE ACCOUNTS:

Moved by Commissioner Dinger, seconded by Gage to acknowledge the Corrections of Landfill Charge Accounts for 2024. All members present voting aye. Motion carried.

ZONING ORDINANCES – SET HEARING DATE/AUTHORIZE ADVERTISING:

Moved by Commissioner Wiese, seconded by Dennert to set hearing date and authorize publication for the first reading of the following zoning ordinance to be held on February 18, 2025 in the Commission Chambers, Courthouse Annex, Brown County, South Dakota. Proposed Ordinance #289, applicant Donald Johnston/David Johnston for the purpose of rezoning from Agriculture Preservation District (AG-P) to Mini-Agriculture District (M-AG) to bring these parcels into compliance for their current use: Description of property: Lot 1 & 2, “Johnston Subdivision” in the SE1/4 of Section 24-T123N-R62W of the 5th P.M., Brown County, South Dakota (39996 134th Street & 13385 400th Avenue, Henry Twp.). All members present voting aye. Motion carried.

OTHER BUSINESS: None

EXECUTIVE SESSION:

Moved by Commissioner Dinger, seconded by Gage to go into executive session to discuss Personnel, Legal and Contracts 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 Wiese, seconded by Dinger to adjourn the Brown County Commission at 9:35 a.m. All members present voting aye. Motion carried.

Lynn Heupel, Brown County Auditor

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