

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, OCTOBER 5, 2021

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 5, 2021 with the following members present: Larry Jensen, Angela Boersma, Lee Ann Pierce, Ryan Krogman and Michael Bartley.

CALL TO ORDER

Chairperson Jensen called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Boersma, seconded by Bartley to approve the agenda for the October 5, 2021 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Pierce, seconded by Krogman to approve the consent agenda. Roll call vote: Pierce "aye," Bartley "aye," Krogman "aye," Boersma "aye," Jensen "aye." Motion carried.

The consent agenda consisted of the minutes from the September 21, 2021 Commission Meeting.

Travel Requests: Lori Schultz, Jenna Byrd & Christine Kreutner to attend an Election Workshop on October 19th-21st in Pierre, SD.

Personnel Action Notices: annual review- Lynn Cramer to \$26.09, effective August 1, 2021; new hire- PT Female Correctional Officer Ally Pink at \$18.89, effective September 15, 2021.

Cellular Authorizations: Austin Oxner- Extensive Usage at \$60/month & Data Plan at \$45/month.

Human Services Report: case #21-090 for rent was denied; case #21-092 for burial was approved; case #21-095 for utilities was denied.

ROUTINE BUSINESS

Approval of Claims

Motion by Krogman, seconded by Boersma to approve the following claims. Roll call vote: Bartley "aye," Krogman "aye," Boersma "aye," Pierce "aye," Jensen "aye." Motion carried.

A&B Business Inc, Copier Contract, \$587.52; ABM Manufacturing LLC, Metal, \$76.00; Astech, Microsurfacing, \$710,176.70; AT&T Mobility, Monthly Charges, \$360.36; Jordyn Bangasser, Court Appointed Attorney, \$1,167.89; Barnett, Rita, 1/2 Pmt Yearly Storage Rent, \$200.00; Boarman Kroos Vogel Group, Det Center Exp Prof Services, \$7,807.00; Bremmon, Carmen, Interpretor Fees, \$150.00; Brookings Domestic Abuse, 2021 1st Pymt, \$3,042.67; Brookings Empowerment Project, Fy2021, \$500.00; Capital One, Carbo/Trimmer/Cookies/Water, \$44.53; Century Link, Monthly Utilities, \$149.24; Chapman, Beverly, Travel For Fall Convention, \$198.46; City Of Brookings, Recharge Fire Extinguishers, \$342.50; City Of White, Water/Sewer/Electric, \$83.82; Clark Drew Construction, Courthouse Railing Repair, \$2,397.96; Courtesy Plumbing Inc, Old Jail Repairs, \$2,351.10; Den-Wil Inc, Oct Community Health Rent, \$960.00; Dept Of Legislative Audit, 2019 Audit, \$36,885.25; Dept Of Rev, \$566,945.16; Empire Investments 3 LLC, Tax Certificates, \$1,798.35; Fastenal Company, Air Filters, \$118.25; Foerster Testing Limited, Concrete Testing/Asphalt Cores, Jail Janitorial Supplies, \$1,820.60; Brookings County Food Pantry, Fy2021, \$6,000.00; Forrest Holdings Inc, Tax Certificates, \$969.06; Jennifer Goldammer, Court Appointed Attorney, \$490.05; Guardian RFID, Jail Security Check System, \$23,501.65; Patricia J Hartsel, Transcripts, \$64.40; Hometown Service & Tire, Tires, \$612.00; Hy-Vee Food Store, Jury Meals/Refreshments, Inmate Rations, Refreshments, \$19,057.75; IMEG Corporation, Survey & Hydraulics, \$500.00; Jackrabbit Tire & Service, ATV Tire Repair & Tube, \$51.34; L&L Auto & Truck Parts, Patrol Vehicle Maint, \$19.41; LabrepcO, Clinicool Pharmacy/Vaccine, \$1,653.31; Lancaster Archery Supplies, Block Buttress/Speedfletch Van, \$3,389.90; Lewis & Clark Behavioral, BMI Intake, \$1,104.00; Manatron Inc, Amplify Conference Registratio, \$75.00; Donald Mccarty, Court Appointed Attorney, \$690.90; Minnehaha County Auditor, Inv MI Cost Reimbursement, \$533.00; Nancy J Nelson, Mental Health Time Worked, \$336.60; Teree A Nesvold, Court Appointed Attorney, \$1,970.10; Office Peeps Inc, Toner, Paper, Markers, Office Supplies, Pen Refills, White Out, SO/Jail Office Supplies, \$1,049.56; Pacific Outdoor Product, Supermax 10 Final Payment, \$6,122.50; Pharmchem Inc, Drug Patch Analysis, \$85.65; Prochem Dynamics LLC, Towel Dispensers, Jail Supplies, \$1,809.75; Raptor Enterprises, Inc, Bow Racks-3D Targets, \$509.98; Razors Edge Grounds Keeping, Mow, \$450.00; Rc First Aid, Medical Supplies, \$1,710.42; Rude's Funeral Home Inc, County Burial, \$3,000.00; Schultz, Lori, Rapid Conference, \$398.92; Sioux Valley Cleaners, Janitorial For WIC, \$460.00; Sioux Valley Southwestern, Interchange Project, \$5,000; Staats Awards, Volunteer Awards, \$452.24; Store Supply Warehouse, Wire Grid Panels, Freight, \$111.37; Strobes N More, Patrol Veh Light Bar/Lights, \$1,954.46; Swiftel Center, Achievement Days, \$3,570.06; Anthony Teesdale, Court Appointed Attorney, \$8,127.27; Titan Machinery, Excavator Rent To Own, \$6,085.00; Two Way Solutions Inc, Correctional Officer Radios, \$4,309.89; Ulteig, Microsurfacing, \$348.00; Steven Ust, Inspections, \$2,100.00; Verizon Business, Monthly Charges, \$40.01; Walburg, Duane, Animal Control Mileage, \$48.30; Wells Fargo, \$1,544.32; Terry D Wieczorek Pc, Court Appointed Attorney, \$824.35; Witchey, Kristen, SHRM Conference, \$146.16; Kristin A Woodall, Transcripts, \$34.00; Yankton County Sheriff, Service Of Process, \$100.00; Brian Zielinski, Court Appointed Attorney, \$308.23.

Department Head Reports

BCOAC Director Dustin Huber updated the board on attendance, as well as events and meetings held at the facility. Huber said Amp Electric started the LED project and the spray foam project will start next month.

Huber said he and County Development Director Robert Hill toured the Yankton Archery Center. Huber said they are selling Tough Enough to Wear Pink shirts at the facility.

Highway Superintendent Brian Gustad said they installed a box culvert north of Volga making that project complete. Gustad said they fog sealed their chip seal routes. He said he visited the Sinai bridge and said they were just finishing up installing the center pier sheet pile.

Gustad said he visited with Argo Township and looked at the culverts they recently installed. Gustad said they've started the culvert inventory project. He said he would update the board each meeting on their progress.

Gustad said he met with Deputy States Attorney Ben Kleinjan to review the occupancy of right-of-way permit. Gustad said he would bring any changes to the board for approval.

Gustad said on October 5th they will be closing 32nd Avenue South during the day to work on the shoulders.

Finance Officer Lori Schultz said the new motor vehicle system won't take effect until May or June 2022. Schultz said a file that contained a checkbook and cash was brought down to the Finance Office by the Veterans Department. She said the purpose of the funds was to help veterans and/or transients who needed more immediate assistance. Schultz said Veterans Service Officer Courtney VanZanten didn't feel comfortable having that responsibility in her office. She said it's not county money so it's not tracked. Schultz said she deposited the \$346 into the general fund.

Schultz said she took part in an online workshop hosted by the National Association of Election Directors and the Secretary of State's office. She said it was centered on burnout, stress and traumatic events during elections.

Schultz said the second half of property taxes is due October 31st.

Bartley said his only concern with depositing \$346 into the general fund is that it was donated money. Bartley said it should go back to the people who donated it. Pierce said she agrees they shouldn't have an account they don't track, but said she feels uncomfortable depositing \$346 into the general account when it's supposed to go to disabled veterans. Commission Department Director Stacy Steffensen said purchasing gift cards may be a possibility. Schultz said she would discuss it with legislative audit.

County Development Director Robert Hill said the repeater in Volga was partially installed. He said they need to pour a concrete pad at the base of the water tower and get electricity to it. He said it would be a minimal expense.

Hill said he attended a meeting to discuss COVID-19 booster shots. He said he anticipates another points of dispensing for that shot.

Hill said he gave the radio club new identification cards because the current ones expired.

Hill said he would like to request a meeting with at least two county commissioners to discuss drainage issues in Medary Township. He said they received a letter from NRCS, have met with NRCS, the Corps of Engineers and Banner Associates, and it's time for another meeting.

Hill said the PPCC/POD is going to become a non-profit organization with a president, vice-president, treasurer and secretary. He said they will no longer fall under his department.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Chad Nelson, Project Manager with Henry Carlson updated the board on the jail expansion and remodel project.

Department Head Reports Continued

Sheriff Marty Stanwick said they had an accident at the Aurora corner involving a semi loaded with hogs. He said luckily, there were no fatalities.

Stanwick said he plans to designate two of his deputies as mental health deputies. He said they are receiving more and more welfare checks dealing with mental illness. He said they are not counselors but are making sure they follow procedure.

SCHEDULED AGENDA ITEM

As scheduled at 9:15 a.m., the board held a public hearing and took action on Resolution #21-45: a supplemental budget resolution.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign Resolution #21-45: a supplemental budget resolution.

Chairperson Jensen opened the public hearing and called for proponents and opponents. Hearing none, Chairperson Jensen closed the public hearing.

Background information was provided by Commission Department Director Stacy Steffensen.

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

RESOLUTION #21-45
A SUPPLEMENTAL BUDGET RESOLUTION

WHEREAS, the Brookings County Board of County Commissioners did authorize the County Finance Officer to publish a notice of hearing for the consideration of a proposed supplemental budget, and

WHEREAS, the time and place for consideration of such supplemental budget was given, and

WHEREAS, the adoption of said proposed supplemental budget was duly considered by the Board of County Commissioners on the 5th day of October, 2021, at 9:15 AM in the County Commission Chambers in a regularly scheduled meeting and any objections having been made before said Board to the adoption of such supplemental budget.

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 supplemental budget be, and the same is, here by approved for the purposed of providing budget to conduct the indispensable functions of government.

Means of Finance:	301-2-276-9200:	Assigned Fund Balance	\$2,463,985
Appropriation:	301-4-911-4296:	Transfers Out	\$2,463,985
Means of Finance:	101-2-276-9400:	Assigned Fund Balance	\$2,000,000
Appropriation:	101-4-911-4299:	Transfers Out	\$2,000,000
Means of Finance:	304-3-371-0000:	Transfers In	\$4,463,985
Appropriations:	304-4-890-4220:	Professional Services:	\$50,000
	304-4-890-4320:	Construction	\$4,363,985
	304-4-890-4330:	FFE/Technology	\$50,000

Approved this 5th day of October, 2021.

Chairperson: Larry Jensen
Vice-Chairperson: Angela Boersma
Commissioner: Lee Ann Pierce
Commissioner: Ryan Krogman

Commissioner: Michael Bartley

ATTEST:

Lori Schultz

Brookings County
Finance Officer

Motion by Bartley, seconded by Boersma to transfer cash from the Building Fund to the Jail Expansion Project Fund in the amount of \$2,463,985.

Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion carried.

Motion by Boersma, seconded by Krogman to transfer cash from the General Fund to the Jail Expansion Project Fund in the amount of \$2,000,000.

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

Motion carried.

Department Head Reports Continued

Sheriff Marty Stanwick and Jail Administrator Bart Sweebe continued with their report.

Stanwick said in statute, there is not a lot of guidance for jails so they depend on the American Jail Association and other experts outside of South Dakota.

REGULAR BUSINESS

Motion by Krogman, seconded by Boersma to approve the second and third quarter transfers as per budget appropriations from General Fund 101-4-911-4294 to Highway and Bridge Fund 201-3-371-0000 in the amount of \$1,500,000.

All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Bartley to approve the second and third quarter transfers as per budget appropriations from General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$70,000.

All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to approve Change Order #1 for the final adjustment of quantities for structure #06-120-053, Bruce Bridge, for a decrease of \$37,183.88.

Background information was provided by Highway Superintendent Brian Gustad.

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

Motion carried.

Motion by Bartley, seconded by Krogman to approve the final pay request for structure #06-120-053, Bruce Bridge, in the amount of \$219,248.28.

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

Motion carried.

Motion by Krogman, seconded by Boersma to approve updates to the Brookings County Outdoor Adventure Center Standard Operating Procedures and Rental Agreements regarding the age of renters and the use of ammunition.

Background information was provided by BCOAC Director Dustin Huber.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to declare a 1985 GMC K3500 (asset #00459), 2014 Polaris Sportsman ATV (asset #14-046) and 4 office chairs as surplus property and to be sold via online auction.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Jensen to sign a Request to Fill Vacancy for an Equipment Operator in the Highway Department.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen discussed the culvert inventory program with the board. Steffensen included a spreadsheet of townships she's heard from that would like the county to conduct their culvert inventory per HB1259. She said she was asked by one of the townships how much money they would get by doing the inventory themselves. She said the county received just shy of \$80,000 to conduct this inventory countywide.

Boersma asked how long it takes per culvert to evaluate. Highway Superintendent Brian Gustad said about 15-20 minutes per culvert. Pierce asked how many townships have responded with wanting to conduct the inventory themselves. Steffensen said she hasn't heard of anyone specifically say they want to do it themselves; but she did receive a question on how much money townships would receive if they did the inventory themselves.

Gustad said the county uses software the state recommends and answers 47 questions per structure. Gustad said when the information gets put into the iPad, it automatically gets updated in the state's system. He said it's his understanding, if the townships elect to do the inventory themselves, then they need to do purchase the software. He said there's potential they could enter it into a spreadsheet, but someone from the county would still need to enter that information into the software.

Bartley suggested they do a per culvert charge. Gustad said he would reach out to the townships that haven't responded and see if they will be doing the work themselves or if they want the county to do the work. Bartley said if the township decides to do the inventory themselves then the board can come up with a figure at the next meeting. Bartley said they don't know enough yet to make a decision.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Pierce met with Jail Administrator Bart Sweebe to discuss the blue print space for juveniles at the new detention center.

Commissioner Bartley attended a BEDC Meeting; attended First District's Open House in Watertown; attended a First District Executive Board Meeting; and attended the First District picnic following the Executive Board Meeting.

Commissioner Krogman attended a BATA Meeting.

Commission Boersma attended an ICAP Board Meeting; attended several different BEDC Board Meetings; attended the First District Open House; attended a Domestic Abuse Shelter Meeting; and attended a NACo NextGen Symposium Preparation Meeting.

Commissioner Jensen attended a BCOAC Advisory Board Meeting; attended a hospital board meeting; attended a Strategic Planning Board Meeting; met with Legislative Audit; and attended the Jail Expansion Meeting.

ADJOURNMENT

Motion by Boersma, seconded by Krogman to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, October 19, 2021 at 8:30 a.m.

It is the policy of Brookings County, South Dakota not to discriminate against the Handicapped of Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessibility locations consistent with the Americans with Disabilities Act.

Jenna Byrd
Senior Finance Assistant
Brookings County

Published once at the approximate cost of_____.