

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, JANUARY 2, 2024

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 2, 2024, with the following members present: Larry Jensen, Kelly VanderWal, Michael Bartley, Ryan Krogman and Shawn Hostler.

CALL TO ORDER

Finance Officer Lori Schultz called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN INVITATION

No one signed in to address the board.

APPROVAL OF AGENDA

Motion by Bartley, seconded by Krogman to approve the agenda for the January 2, 2024, Commission Meeting. All members voted “aye.” Motion carried.

REORGANIZATION OF THE BOARD

Motion by Krogman, seconded by VanderWal to appoint Larry Jensen as Chairperson for 2024. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to appoint Kelly VanderWal as Vice-Chairperson for 2024. All members voted “aye.” Motion carried.

CONSENT AGENDA ITEMS

Motion by Hostler, seconded by VanderWal to approve the consent agenda. Roll call vote: VanderWal “aye,” Bartley “aye,” Hostler “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

The consent agenda consisted of the minutes from the December 19, 2023, Commission Meeting.

Travel Requests: Misty Moser to attend the Annual Weed & Pest Conference on Tuesday, February 20th-23rd in Spearfish; Commissioners & Department Heads/Designees to attend Brookings Day at the Capitol on January 17th in Pierre; Commissioners, Department Heads and/or designees to attend 10-County meetings March, August, and November in Beadle, Codington, and Spink Counties; Commissioners, Department Heads/Designees attend any needed 2024 Legislative Sessions in Pierre.

Personnel Action Notices: annual review- Amy Christensen to \$28.06, effective January 1, 2024; annual review- Dennis Buchholtz to \$22.77, effective December 1, 2023; annual review- David Knutson to \$25.40, effective December 1, 2023; new hire- Full-time Correctional Officer Felicia Kponyoh at \$23.01, effective December 19, 2023; voluntary resignation- Aaron Gunn, effective December 30, 2023; annual review- Dave Biteler to \$87,891, effective January 1, 2024; annual review- Sue Bjordal to \$34.99, effective January 1, 2024; annual review- Jacob Brehmer to \$77,223, effective January 1, 2024; annual review- Bev Chapman to \$88,705, effective January 1, 2024; annual review- Matlock Christensen, effective January 1, 2024; new hire- County Coroner Dave Erickson, effective January 1, 2024; annual review- Brian Gustad to \$96,149, effective January 1, 2024; annual review- Robert Hill to \$88,705, effective January 1, 2024; annual review- Dustin Huber to \$77,223, effective January 1, 2024; annual review- Misty Moser to \$63,177, effective January 1, 2024; annual review- Dan Nelson to \$155,284, effective January 1, 2024; annual review- Lori Schultz to \$85,377, effective January 1, 2024; annual review- Scott Sebring to \$98,072, effective January 1, 2024; annual review- Marty Stanwick to \$117,365, effective January 1, 2024; annual review- Stacy Steffensen to \$100,033, effective January 1, 2024; annual review- Cody Sunderland to \$36.40, effective January 1, 2024; annual review- Tonia Thornton to \$27.76, effective January 1, 2024; annual review- Kristi Kruse to \$22.99, effective January 1, 2024; annual review- Benjamin Rentsch to \$22.99, effective January 1, 2024; annual review- Mike Andresen to \$23.45, effective January 1, 2024; voluntary resignation- Jonathon Sundet, effective January 6, 2024.

Cellular Authorizations: David Erickson- Basic Usage at \$30/month.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract, \$503.44; Allegra Print & Imaging, Window Envelopes, \$324.42; Aragon, Martha A, Translation Services, \$287.50; Assn Of SD County Weed, Weed&Pest Boards '24 Dues, Annual Conference Registration, \$515.00; Banner Associates, Prof Services For Volga Samara, Prof Services-Medary Twp Big, Bruce/Country Club Bridges, \$12,487.50; Caliber, Dec Work For Bruce Shop, \$199,790.00; Capital One, Mtn Dew, Pepsi, Water, Batteries, \$134.80; Century Business Products, Copier Contract, \$596.07; Cintas Corporation, Laundry, \$362.28; Cummins Sales And Services, Generator Maint, \$1,185.01; Cory Deblonk, Boot Reimbursement, \$153.93; Den-Wil Inc, Jan Community Health Rent, \$1,050.00; Ecolab Pest Elimination, Monthly Pest Control Service, \$195.04; First District Association, FY24 1st Qtr Dues, \$12,804.19; Fix It Shop Locksmith, Keys/Locks, \$353.00; Foerster Distributing, Janitorial Items- Courthouse, \$80.00; Hamlin Building Center, Inc, Cabinets, Countertop, \$5,000.00; Hireclick - Keloland Employment, Job Listings On Kelo Employment, \$159.00; Tim Hogan, Court Appointed Attorney, \$882.75; Hy-Vee Food Store, Donuts & Cookies-Enhanced Class, Refreshments-Zoning Meeting, Cookies-Equalization Meeting, Jury Meals/Refreshments, \$130.63; Kent C Jensen, Santa Christmas Event 12/15/23, \$50.00; Jensen, Randy J., Zoning Meeting Mileage, \$53.84; Justice Fire & Safety, Jail Fire Suppression, \$724.88; Knowink, LLC, Maint Fee&Annual Fee, \$5,375.00; L&L Auto & Truck Parts, Side Mirrors For Black Pickup, \$155.98; Lewis Drug Store, Inmate Liable Medications, \$4,207.16; Lowe's, Tools, Shop Supplies, \$111.53; Manatron Inc, Marshall&Swift Rate Tables, \$5,785.19; Donald Mccarty, Court Appointed Attorney, \$16,389.75; Mediacom LLC, Dec Law Library Int Service, \$177.96;

Midwest Glass, Windshield Repair, \$610.78; NASASP, State Agencies Surplus '23 Dues, \$39.00; Nancy J Nelson, Court Appointed Attorney, \$1,995.55; Office Peeps Inc, Printer Cartridge, Office Supplies, Toner, Dividers, Folders, Tape, Staples, \$811.30; Oslo Township, Gopher Bounty Program, \$33.00; Outlaw Graphics, Patrol Vehicle Decals, Vehicle Door Graphics, \$221.00; Pennington County Sheriff, Inmate Transport, \$236.64; Prochem Dynamics LLC, Jail Janitorial Supplies, \$455.15; Rc First Aid, First Aid Kit Refills, \$102.00; RDO Equipment Co, Fitting/Tail Lamp/Clips/Bolt, \$3,418.50; Robby's Auto Shop, Patrol Vehicle Maint/Repairs, \$959.71; Running's Supply Inc, Maintenance Items For Courthouse, \$79.42; Ryde Investment Group LLC, Tax Certificates, \$15,136.51; Safe-N-Secure, Ribbon/Cards, \$485.30; Schneider Geospatial LLC, 1st Qtr-Beacon Hosting/Beacon, \$7,205.00; SD Assn Of Co Weed & Pest, Weed&Pest Supervisors '24 Dues, \$75.00; SD Dept Of Revenue, Sheriff Trust- DW#23-22, \$11,173.13; SD Planners Association, Membership Dues For 2 Years, \$150.00; SD Public Assurance Alliance, Addition-John Deere 744p Loader, \$1,059.51; SDACC, 2024 Membership Dues, \$6,295.00; SDML Workers' Comp Fund, 2024 Renewal Billing, \$91,210.00; SDSU Extension Service, Poultry Bands, Livestock Tags, \$234.00; Southpaw Defense, Basic Pistol/Enhanced Class, \$855.00; Town Of Sinai, Sewer/Garbage, \$64.00; Tyler Technologies, Incode Maintenance&Fees, \$85,083.27; Vandenberg Law, Court Appointed Attorney, \$4,977.20; Verizon Wireless, Monthly Utilities/Fees, \$602.27; Walburg, Duane, Animal Control Mileage, \$55.44; Winter Equipment Company, Vplow/ Roadmaxx/ Blockbuster, \$46,649.10.

Department Head Reports

Highway Superintendent Brian Gustad said aside from clearing the little bit of snow and ice we received over Christmas he didn't have much to report.

Sheriff Marty Stanwick said there are 56 inmates in jail. Stanwick said he handed out a Sheriff's Management Study and likes to compare counties similar in size to Brookings County. He said the study has a lot of good information.

Director of Equalization Jacob Brehmer discussed preliminary assessment numbers with the board. Brehmer said he will go more into detail during the upcoming Board of Equalization Meeting in April.

County Development Director Robert Hill said he went on the radio to discuss weather related topics. Hill said he appreciates the local radio for letting him come once a week to talk about winter weather and other related topics.

Hill said the Office of Homeland Security opened up their 2024 State Homeland Security Grant funding. He said it closes February 15th at 5:00 p.m.

Hill discussed upcoming dates with the board.

REGULAR BUSINESS

Motion by Bartley, seconded by Hostler to approve and authorize Chairperson Jensen to sign Resolution #24-01: a Resolution Setting Pay for Election Officials in 2024. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Hostler "aye," Krogman "aye," VanderWal "aye," Bartley "aye," Jensen "aye." Motion carried.

RESOLUTION #24-01
A RESOLUTION SETTING PAY FOR ELECTION OFFICIALS IN 2024

WHEREAS, it may be necessary to appoint election officials in 2024, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE, BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2024, election officials shall be paid as follows:

Vote Center Deputy	\$14.00 per hour
Vote Center Superintendent	\$14.50 per hour
Post Election Audit Official	\$14.00 per hour
Election School Attendance	\$25.00
“On Call” Election Officials:	\$50.00

Passed and approved this 2nd day of January 2024.

Larry Jensen
Chairperson
Brookings County Commission

ATTEST:

Lori Schultz
Finance Officer
Brookings County

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Jensen to sign Resolution #24-02: a Resolution Setting Vote Center Locations for Countywide Elections. Krogman said he is interested to see if having two locations at Bethel Baptist Church will confuse voters or help alleviate the long lines and busyness.

Roll call vote: Krogman “aye,” VanderWal “aye,” Bartley “aye,” Hostler “aye,” Jensen “aye.” Motion carried.

RESOLUTION #24-02
A RESOLUTION SETTING VOTE CENTER LOCATIONS
FOR COUNTYWIDE ELECTIONS

WHEREAS, the Brookings County Board of County Commissioners is required by SDCL 12-14-1 to establish the polling places for countywide elections; and

THEREFORE BE IT RESOLVED, by the Brookings County Board of Commissioners that the Vote Center locations are as follows:

White McKnight Hall
Volga Community Center
Elkton Community Center
Bruce Community Center
Aurora Fire Hall

Brookings Activity Center
Bethel Baptist Church Area 1
Bethel Baptist Church Area 2
Holy Life Tabernacle Church

ALSO THEREFORE BE IT RESOLVED, that this Resolution supersedes all previous resolutions pertaining to Vote Center locations.

Larry Jensen
Chairperson
Brookings County

ATTEST:

Lori Schultz
County Finance Officer

Motion by VanderWal, seconded by Krogman to approve and authorize Chairperson Jensen to sign Resolution #24-03: a Resolution Setting Meeting Pay and Per Diem Rates for Volunteer County Boards for 2024. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: VanderWal “aye,” Bartley “aye,” Hostler “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

RESOLUTION #24-03
A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES
FOR VOLUNTEER COUNTY BOARDS FOR 2024

Be it resolved by the governing body of Brookings County, South Dakota:

That the official meeting pay and per diem rates are in effect for the year 2024 and become effective January 1, 2024.

Meeting Pay

Weed Board Members	\$40 per meeting
Zoning Board Members	\$75 per meeting
Extension Board Members	\$40 per meeting

Mileage

Reimbursed according to approved county policy which follows the current state rates.

Per Diem

Reimbursed according to approved county policy which follows the current state rates.

Passed and approved this 2nd day of January, 2024.

Larry Jensen
Chairperson
Brookings County Commission

ATTEST:

Lori Schultz
Finance Officer
Brookings County

Motion by VanderWal, seconded by Bartley to approve and authorize Chairperson Jensen to sign Agreement #24-01: a 3-Year Planned Service Agreement between Brookings County and Johnson Controls, Inc. for the Courthouse and Detention Center. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Bartley “aye,” Hostler “aye,” Krogman “aye,” VanderWal “aye,” Jensen “aye.” Motion carried.

Motion by Hostler, seconded by Krogman to approve the Brookings Register, Volga Tribune, Tri-City Star, and Elkton Record as the legal papers of Brookings County for 2024.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Hostler to approve the official depositories for Brookings County funds and moneys for 2024 as follows: Richland State Bank, BankStar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dacotah Bank, First Interstate Bank, and Central Bank.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Bartley to approve monthly cell phone reimbursements for 2024. Background information was made by Commission Department Director Stacy Steffensen.

Jeffery Anderson \$75; Beverly Chapman \$105; Clifford Friedrich \$45; Michael Giegling \$30; Richard Haugen \$45; Robert Hill \$105; Lori Schultz \$105; Scott Sebring \$105; Martin Stanwick \$105; Stacy Steffensen \$105; Kristen Witchey \$75; Jacob Brehmer \$105; Tonia Thornton \$45; Jeremy Kriese \$30; Misty Moser \$105; Ryan Krogman \$75; Manual Langstraat \$75; Shawn Plowman \$105; Larry Jensen \$75; Jennifer Beller \$75; Kevin Murfield \$75; David Erickson \$30; David Biteler \$105; Reid Squires \$30; Suzanne Bjordal \$75; Michael Bartley \$75; Dane Larsen \$30; Devlin Rue \$30; Terrance Heidemann \$45; David Bublitz \$45; Brian Gustad \$105; Daniel Nelson \$105; Eric Mette \$75; Mandi Cramer \$75; Cody Sunderland \$75; Rusty Brandsrud \$30; Matthew Fee \$30; Tara Rodriguez \$30; Thomas Chester \$45; Dustin Huber \$105; Lisa Brutty \$45; Kenneth Gabel \$30; Kirk Wiles \$30; Courtney Steffen \$45; Austin Oxner \$105; Darren DeJong \$30; Jack Thompson \$30; Charles Wilderson \$30; Mark Brueggeman \$45; Kim Huber \$30; Ethan Heitkamp \$30; Shawn Hostler \$75; Kelly VanderWal \$75; Alexander Luke \$30; Donald Reker \$30.

Roll call vote: Hostler “aye,” Krogman “aye,” VanderWal “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

Approval of Rural Access Infrastructure Funding Applications

Motion by Hostler, seconded by Krogman to approve Eureka Township Project 1: 06-1203-0304 with change to 46’ culvert length. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: Krogman “aye,” VanderWal “aye,” Bartley “aye,” Hostler “aye,” Jensen “aye.” Motion carried.

Motion by VanderWal, seconded by Krogman to approve Eureka Township Project 2: 06-1403-0302 with change from 96” width to 84” width. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: VanderWal “aye,” Bartley “aye,” Hostler “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

Motion by Krogman, seconded by Hostler to approve Oak Lake Township Project 1: 06-2749-0207. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: Bartley “aye,” Hostler “aye,” Krogman “aye,” VanderWal “aye,” Jensen “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve Oak Lake Township Project 2: 06-2682-0020. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: Hostler “aye,” Krogman “aye,” VanderWal “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

Motion by Hostler, seconded by Krogman to approve Oslo Township Project 1: 06-1143-2104 and 06-1143-2105 with change to 46’ culvert length. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: Krogman “aye,” VanderWal “aye,” Bartley “aye,” Hostler “aye,” Jensen “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to approve Oslo Township Project 2: 06-0771-2301 and 06-0770-2300 with change to 46’ culvert length. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: VanderWal “aye,” Bartley “aye,” Hostler “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., First District Association of Local Governments Executive Director Todd Kays provided an annual report.

Approval of Rural Access Infrastructure Funding Applications

Motion by VanderWal, seconded by Hostler to approve Preston Project 1: 06-0965-0607. Background information was provided by Highway Superintendent Brian Gustad. There was discussion on the need to possibly bid this project due to the quoted price.

Roll call vote: Bartley “aye,” Hostler “aye,” Krogman “aye,” VanderWal “aye,” Jensen “aye.” Motion carried.

Motion by Krogman, seconded by Hostler to approve Volga Township Project 1: 06-0895-1562 and 06-0896-1561 with change to 46’ culvert length. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: Hostler “aye,” Krogman “aye,” VanderWal “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve Volga Township Project 2: 06-0800-1607 and 06-0800-1606 with change to 46’ culvert length. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: Krogman “aye,” VanderWal “aye,” Bartley “aye,” Hostler “aye,” Jensen “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve Volga Township Project 3: 06-1037-1404 with change to 46’ culvert length. Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: VanderWal “aye,” Bartley “aye,” Hostler “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Jensen to sign Request to Fill Vacancy for a full-time male correctional officer in the Sheriff’s Office.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to transfer the Equalization Suburban, asset #79015, to County Building/Maintenance.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Hostler to approve board appointments for 2024.

All members voted “aye.” Motion carried.

2024 BOARD APPOINTMENTS

Hostler	BCOAC Advisory Board
Jensen	BCOAC Advisory Board
Krogman	Brookings Area Transit Authority (BATA)
VanderWal	Brookings County Regional Railroad Authority
Jensen	Brookings County Regional Railroad Authority
Bartley	Brookings Economic Development Corporation
Hostler	Brookings Economic Development Corporation-Alternate
Jensen	Brookings County Extension Board
Hostler	Domestic Abuse Shelter
Bartley	Brookings Behavioral Health & Wellness Board
Jensen	East Central Regional Communications Council
VanderWal	East Central Regional Communications Council
Bartley	First District Association of Local Governments
Krogman	Growth Partnership Board
Krogman	Hospital Board - Ex-Officio
Krogman	Housing & Redevelopment Commission
VanderWal	Inter-Lakes Community Action - Governing Board
Hostler	Joint Powers Board
VanderWal	Joint Powers Board
Jensen	Intergovernmental Meeting Group
Bartley	Intergovernmental Meeting Group
Jensen	Local Emergency Planning Committee (LEPC)
Bartley	Planning & Zoning Board Member
VanderWal	Planning & Zoning Board - Alternate
Hostler	Public Affairs Committee
VanderWal	Weed & Pest Board Member
Hostler	Youth & Family Services - Advisory Board for JDC
Hostler	Juvenile Detention Alternatives Initiative (JDAI)

Jensen	Medary Township Drainage
VanderWal	Medary Township Drainage
Jensen	Samara Avenue Project
VanderWal	Samara Avenue Project
Jensen	214 th Street Project
VanderWal	214 th Street Project
David Erickson	County Coroner
Sheriff Stanwick	Deputy County Coroner
All Deputies	Deputy County Coroner
Brian Gustad	Highway Superintendent per SDCL 31-11-1, expires December 2025

DEPARTMENT LIAISONS

Jensen	BCOAC
VanderWal	Community Health/WIC
Jensen	Emergency Management
Bartley	Equalization
Jensen	Extension
Krogman	Finance Office
Bartley	Highway
Hostler	Register of Deeds
Jensen	Sheriff/Detention Center
Hostler	State's Attorney/Courthouse/Human Services
VanderWal	Weed & Pest
Bartley	Zoning/Drainage

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 ITEMS

Commissioner VanderWal attended an Intergovernmental Meeting and toured Deer Creek Station.

Commissioner Bartley had nothing to report.

Commissioner Hostler attended a BEDC Meeting and attended a Domestic Abuse Shelter Meeting.

Commissioner Krogman had nothing to report.

Commissioner Jensen attended an Intergovernmental Meeting and met with a township official and Highway Superintendent Brian Gustad to look over a culvert project.

EXECUTIVE SESSION

Motion by VanderWal, seconded by Krogman to enter into Executive Session at 9:40 a.m., in accordance with SDCL 1-25-2(1), personnel. All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to come out of Executive Session at 10:52 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Hostler, seconded by Krogman to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, January 16, 2024, 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 accessible locations consistent with the Americans with Disabilities Act.

Jenna Byrd
Finance Specialist
Brookings County

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