

# BROOKINGS COUNTY COMMISSION MEETING

## TUESDAY, JANUARY 4, 2022

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 4, 2022, with the following members present: Angie Boersma, Ryan Krogman, Lee Ann Pierce, Mike Bartley and Larry Jensen.

### 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.

### APPROVAL OF AGENDA

Motion by Pierce, seconded by Krogman to approve the agenda for the January 4, 2022 Commission Meeting. All members voted "aye." Motion carried.

### REORGANIZATION OF THE BOARD

Motion by Jensen, seconded by Pierce to elect Angie Boersma as Chairperson for 2022. All members voted "aye." Motion carried.

Motion by Bartley, seconded by Jensen to elect Ryan Krogman as Vice-Chairperson for 2022. All members voted "aye." Motion carried.

### CONSENT AGENDA

Motion by Krogman, seconded by Jensen to approve the consent agenda. Roll call vote: Pierce "aye," Bartley "aye," Jensen "aye," Krogman "aye," Boersma "aye." Motion carried. The consent agenda consisted of the minutes from the December 7, 2021 Commission Meeting.

Personnel Action Notices: annual review- Dennis Buchholtz to \$19.27, effective December 1, 2021; annual review- Dave Knutson to \$21.55, effective December 1, 2021; annual review- Dave Biteler to \$33.38, effective January 1, 2022; annual review- Mattlock Christensen to \$24.67, effective January 1, 2022; promotion to Maintenance Supervisor, Terrance Heidemann at \$19.45, effective January 1, 2022; annual review- Tonia Thornton to \$22.35, effective January 1, 2022; position change- Full-time Deputy Marci Gebers at \$27.03, effective January 17, 2022; Cody Sunderland - promotion to Corrections Sergeant at \$30.84, effective January 17, 2022.

Cellular Authorizations- Susan Bjordal- High Usage at \$45/month.

Human Services Report: case #21-072 for utilities was approved; case #21-143 for rent was denied; case #21-156 for utilities was approved.

## ROUTINE BUSINESS

### *Approval of Claims*

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

A&B Business Inc, Copier Contract, \$579.34; Access Health-Brookings, Inmate Medical, \$489.00; Allegra Print & Imaging, Deputy Business Cards, \$167.00; Amazon Capital Services, Mouse Pad, \$63.67; American Trust Insurance, Jail Notary Application, \$500.00; Apple Grove Investments, Tax Certificates, \$567.16; Aragon, Antonio, Translation Services, \$37.50; Aragon, Martha A, Translation Of Letters, \$50.00; Assn Of SD County Weed, Association Of Weed&Pest Members, \$50.00; Aurora Auto Body & Glass, Patrol Vehicle Maint, \$572.49; Avera Health dba Avera, Jail Aed Training, \$400.00; Banner Associates, Design & Inspections, Medary Township Big Sioux River, Volga Samara Ave Reconstruction, \$18,550.95; Bauer, Tim, Weed & Pest Meeting Mileage, \$9.24; Birch River LLC, Tax Certificates, \$968.92; Boarman Kroos Vogel Group, Det Center Exp Prof Services, \$8,350.00; Brookings Area CTC, Jail CPR Training, \$18.00; Brookings City Utilities, COP Utilities, SO Utilities, \$316.07; Brookings Economic Development, Housing Study Grant, \$10,000.00; Brookings Health System, Inmate Medical, Emergency Roon-Sane Kit, \$894.43; Brookings Regional Builders, 2022 Exhibitor Registration, \$450.00; Capital One, Capital One, \$402.09; Century Link, Monthly Fees, \$288.32; City Of Brookings Landfill, Old Mattresses Disposal, \$7.35; City Of Brookings, Animal Control Fees, 20th St Interchange, \$26,742.55; Cloudcover USA Inc, 2022 Renewal, \$6,300.00; Creative Product Sourcing, Dare Supplies, \$1,303.49; Department Of Health, Blood Tests, \$505.00; Ecolab Pest Elimination, Monthly Pest Service, \$160.00; Einspahr Auto Plaza, Patrol Vehicle Maint, \$437.05; Empire Investments 5 LLC, Tax Certificates, \$902.63; Empire Investments 7 LLC, Tax Certificates, \$914.58; ESRI, Enterprise Agreement 2022, \$40,000.00; Executive Mgmt Finance, BIT Access Fee, \$73.25; First District Association, 1st Quarter Dues FY22, \$12,069.16; Foerster Distributing, Jail Supplies, Copy Paper, \$362.56; Jennifer Goldammer, Court Appointed Attorney, \$4,419.95; Patricia J Hartsel, Transcripts, \$47.20; Konard O Hauffe DDS Pc, Inmate Dental, \$1,583.00; Health Reimbursement, Health Reimbursement, \$94,500.00; Tim Hogan, Court Appointed Attorney, \$2,336.40; Hy-Vee Food Store, Refreshments, Inmate Meals, Cookies For Jail Open House, \$18,973.78; International Code Council, Inc, Governmental Dues, \$145.00; Jensen, Randy J., Zoning Meeting Mileage, \$55.45; Johnson Controls, Exhaust Fan Service Request, Planned Service Agreement, \$18,352.78; Katterhagen, Mark, Inv MI Hearing, \$12.00; Lewno, Lucy, Inv MI Hearing, \$156.53; Darcy Lockwood, Inv MI Hearing, \$12.00; Michael Mchugh, Zoning Meeting Mileage, \$49.72; Mcleod's Printing & Office, Assessment Notices, \$469.90; Minnehaha County JDC, JDC Costs, \$244.00; Mix Dry Cleaners, Deputy Uniform Alterations, \$61.00; Nancy J Nelson, Court Appointed Attorney, Mental Health Commitment, \$1,423.62; Teree A Nesvold, Court Appointed Attorney, \$2,841.30; North American Banking, Postage Machine Rental, \$360.00; Northwestern Energy, COP Utilities, Monthly Utilities, Natural Gas Usage, \$5,722.70; Office Peeps Inc, Post Its & Pencils, Calculator, Paper, Staples, Batteries, Binder Clips, Markers, Sign Holders, Canned Air, Bookends, \$1,523.13; Olson, Steve, Weed & Pest Meeting Mileage, \$16.80; One Office Solution, Paper & Office Supplies, \$506.95; Oslo Township, Gopher Bounty Program, \$160.50; Premier Police Training, Deputy Qualifications, \$100.00; Prochem Dynamics LLC, Floor Mats, \$165.00; Professional Development, NACO High Perf Academy Tuition, \$2,000.00; Questions & Solutions Engineering, Inc, Det Center Exp Commissioning, \$9,341.00; Rick Ribstein, Court Appointed Attorney, \$1,639.35; RNC Service Center, Patrol Vehicle Maint, \$61.00; Sanford Health, Inmate Medical, \$46.49; Schneider Geospatial LLC, Annual Maintenance, Quarterly Billing For 3/31/22, \$6,755.00; SD Dept Of

Transportation, Structure Progress Billing, \$34,068.45; SD State's Attorneys Association, Membership Dues, \$1,681.00; SDACC, 2022 Membership Dues, \$6,295.00; SDACHS, NACE Dues & SDACHS Dues, \$350.00; SDACO, SDACO Dues, \$2,937.55; SDML Workers' Comp Fund, SDML Work Comp Insurance Renew, \$71,089.00; SDSU Police Department, New Deputy Equipment Buy Out, \$550.00; Secretary Of State, Jail Notary Renewal Fees, \$300.00; Sherman Township, Gopher Bounty Program, \$61.50; Sioux Valley Cleaners Inc, Dec Janitorial For WIC, \$460.00; Smilemakers, Immunization Lollipops, \$25.33; Anthony Teesdale, Court Appointed Attorney, \$551.71; Thomson Reuters - West, West Information Charges, \$121.92; Two Way Solutions Inc, SO Radio Maintenance, Elkton Repeater, \$1,662.50; Tyler Technologies, Incode 2022, \$76,118.15; Uline, Shop Gloves, \$105.07; Vandenberg Law, Court Appointed Attorney, \$990.00; Verizon Wireless, Includes Booster For Signing, \$108.03; Walburg, Duane, Animal Control Mileage, \$171.36; Weed & Pest Conference, Annual Mitchell Conference, \$425.00; Wells Fargo, Wells Fargo, \$2,272.78; Kristin A Woodall, Transcripts, \$70.00; Yankton County Sheriff, Service Of Process, \$50.00.

### *Department Head Reports*

County Development Director Robert Hill said he spoke with Infection Preventionist Bunny Christie and her recommendation is to have people with the COVID-19 vaccine get their booster shots and people who don't have the COVID-19 vaccination get the vaccine. Christie said the majority of hospitalized people are unvaccinated or un-boosted at this time. Hill said it's important to start wearing masks and practice social distancing.

Hill said if you have the coronavirus, you can order testing kits off the Department of Health's website. He said they will express mail it to you, zoom with a medical person, take the test and express mail it back to the Department of Health.

Pierce said she knows some private employers are providing those home testing kits for their employees and asked if that is something the county should do for their employees. Pierce also said it would be beneficial to have the tools in place in case someone has to work from home due to the virus.

Highway Superintendent Brian Gustad updated the board on the Sinai bridge. He said they are nearly completed with the second bent in the water. He said the completion date is set for November 1, 2022 but could be sooner.

Gustad said they came under budget for the excavator bid and the 55-ton trailer bid.

Chairperson Boersma said BCOAC Director Dustin Huber could not make it to the meeting, but Huber's report was distributed.

### **REGULAR BUSINESS**

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Boersma to sign Resolution #22-01: a resolution setting meeting pay and per diem rates for volunteer county boards for 2022.

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

#### **RESOLUTION #22-01**

**A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES  
FOR VOLUNTEER COUNTY BOARDS FOR 2022**

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

That the official meeting pay and per diem rates are in effect for the year 2022 and become effective January 1, 2022.

**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 4<sup>th</sup> day of January 2022.

Angela Boersma  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Boersma to sign Resolution #22-02: a resolution setting the pay for election workers in 2022. Background information was provided by Finance Officer Lori Schultz.

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

**RESOLUTION #22-02**  
**A RESOLUTION SETTING PAY FOR ELECTION OFFICIALS IN 2022**

WHEREAS, it may be necessary to appoint election officials in 2022, 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 2022, election officials shall be paid as follows:

Precinct Deputy	\$14.00 per hour
Precinct Superintendent	\$14.50 per hour
Election School Attendance	\$25.00
“On Call” Election Officials	\$50.00

Passed and approved this 4<sup>th</sup> day of January 2022.

Angela Boersma  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-01: an agreement for Detention Services between Minnehaha County, Lutheran Social Services South Dakota and Brookings County.

Motion by Pierce, seconded by Krogman to amend the agreement to include the following language to Brookings County's liability portion of the agreement to read, "The parties agree that any liability of Brookings County shall only be to the extent that liability coverage applies." All members voted "aye." Amendment carried.

Roll call vote on motion as amended: Pierce "aye," Bartley "aye," Jensen "aye," Krogman "aye," Boersma "aye." Main motion as amended carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-02: an intergovernmental contract for the South Dakota Public Assurance Alliance and amending Agreement #15-04. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Bartley, seconded by Krogman to approve the bid recommendation for one used Crawler Excavator to Titan Machinery, Inc., West Fargo, ND. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Jensen, seconded by Bartley to approve the bid recommendation for one 55-ton trailer to Jim Hawk Truck Trailer & Hawk Equipment, Sioux Falls, SD. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Krogman, seconded by Pierce to approve the Brookings Register, Volga Tribune, Tri-City Star, and Elkton Record as the legal papers of Brookings County for 2022.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Jensen to approve the official depositories for Brookings County funds and moneys for 2022 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dacotah Bank, Great Western Bank and Central Bank.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Bartley to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for postage, receipt #00579654, to Commission Department GL line 101-4-111-4267 in the amount of \$4,100.04. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Boersma to sign a Request to Fill Vacancy for a General Maintenance Worker in the Commission Department. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve cell phone reimbursements for 2022. Pierce said she believes the county spends too much money on cell phone reimbursements.

Roll call vote: Bartley “aye,” Krogman “aye,” Jensen “aye,” Pierce “no,” Boersma “aye.” Motion carried.

Last_Name	First_Name	Amount	Title	Department
ANDERSON	JEFFERY	\$75.00	Lead Foreman	201-311
CHAPMAN	BEVERLY	\$105.00	Register of Deeds	101-163
FRIEDRICH	CLIFFORD	\$45.00	Road Foreman	201-311
GIEGLING	MICHAEL	\$30.00	Sheriff's Deputy	101-211
GROSS	LINDA	\$30.00	Office Manager- Highway	201-311
HAUGEN	RICHARD	\$45.00	County Development Dep Directo	101-711
HILL	ROBERT	\$105.00	County Development Director	75% 226-222
				25% 101-711
SCHULTZ	LORI	\$105.00	Finance Officer	101-143
SEBRING	SCOTT	\$105.00	Assistant Sheriff	101-211
STANWICK	MARTIN	\$105.00	Sheriff	101-211
STEFFENSEN	STACY	\$105.00	Commission Department Director	101-111
SWEEBE	BART	\$105.00	Jail Administrator	101-211
WITCHEY	KRISTEN	\$45.00	HR Specialist	101-111
Brehmer	Jacob	\$105.00	Director of Equalization	101-162
Kriese	Jeremy	\$30.00	Sheriff's Deputy	101-211
Moser	Misty	\$75.00	Weed & Pest Supervisor	101-615
Krogman	Ryan	\$75.00	County Commissioner	101-111
Langstraat	Manuel	\$30.00	Sheriff's Deputy Sergeant	101-211
Plowman	Shawn	\$90.00	IT Support Specialist	101-171
Jensen	Larry	\$75.00	County Commissioner	101-111
Pierce	Lee Ann	\$75.00	County Commissioner	101-111
Beller	Jennifer	\$75.00	Deputy Finance Officer	75% 101-143
				25% 101-120
Murfield	Kevin	\$60.00	Sheriff's Deputy Sergeant	101-211
Murfield	Heather	\$45.00	Human Services Assistant	101-411
Hieb	Richard	\$30.00	Coroner	101-213

Biteler	David	\$60.00 Sheriff's Deputy Sergeant	101-211
Squires	Reid	\$30.00 Deputy Director Equalization	101-162
Bjordal	Suzanne	\$30.00 Detention Center Nurse	101-211
Bartley	Michael	\$75.00 County Commissioner	101-111
Heidemann	Terrance	\$30.00 General Maintenance Worker	50% 101-211
			50% 101-161
Bublitz	David	\$45.00 SHOP FOREMAN	201-311
Gustad	Brian	\$105.00 Highway Superintendent	201-311
Nelson	Daniel	\$105.00 States Attorney	101-151
Boersma	Angela	\$75.00 County Commissioner	101-111
Mette	Eric	\$75.00 IT Support Technician	101-171
Conrad	Jeffrey	\$30.00 Sheriff's Deputy	101-211
Sunderland	Cody	\$45.00 Sheriff's Deputy	101-211
Brandsrud	Rusty	\$30.00 Appraiser II	101-162
Kleinjan	Benjamin	\$105.00 Deputy States Attorney II	101-151
Rodriguez	Tara	\$30.00 Detention Center Nurse	101-211
Chester	Thomas	\$30.00 Sheriff's Deputy	101-211
Huber	Dustin	\$105.00 Director, BCOAC	101-528
Gabel	Kenneth	\$30.00 Appraiser II	101-162
Wiles	Kirk	\$30.00 General Maintenance Worker	101-161
VanZanten	Courtney	\$45.00 Veteran's Service Officer	101-111
Oxner	Austin	\$105.00 DEPUTY STATES ATTORNEY	101-151
DeJong	Darren	\$30.00 Part Time Sheriff's Deputy	101-211
Gebers	Marci	\$30.00 Part Time Sheriff's Deputy	101-211
Wilderson	Charles	\$30.00 Sheriff's Deputy	101-211
<b>\$3,075.00</b>			

Motion by Bartley, seconded by Krogman to approve board assignments and department liaisons for 2022. All members voted "aye." Motion carried.

## 2022 BOARD APPOINTMENTS

2022	COMMITTEE/BOARD/DEPARTMENT
Boersma	4H Promotion & Expansion Committee (quarterly)
Krogman	BCOAC Advisory Board (monthly)
Jensen	BCOAC Advisory Board
Krogman	Brookings Area Transit Authority (BATA) (quarterly)
Krogman	Brookings County Regional Railroad Authority (as needed)
Jensen	Brookings County Regional Railroad Authority
Boersma	Brookings Economic Development Corporation (monthly)
Bartley	Brookings Economic Development Corp - Alternate
Jensen	Brookings County Extension Board (quarterly)
Steffensen	Communities of Excellence Representative
Pierce	Communities of Excellence - Alternate
Pierce	Domestic Abuse Shelter

Boersma	Brookings Behavioral Health & Wellness Board
Boersma	East Central Regional Communications Council (quarterly)
Krogman	East Central Regional Communications Council
Bartley	First District Association of Local Governments (quarterly)
Krogman	Growth Partnership Board (quarterly)
Krogman	Hospital Board - Ex-Officio (monthly)
Krogman	Housing & Redevelopment Commission (quarterly)
Jensen	I-29 Interchange/Overpass Committee
Pierce	InterLakes Community Action - Governing Board (bi-monthly)
Bartley	Detention Center Expansion & Remodel Project (bi-weekly)
Boersma/Jensen	Detention Center Expansion & Remodel Project
Pierce	Joint Jurisdiction Committee (as needed)
Bartley	Joint Jurisdiction Committee
Boersma	Joint Powers Board (quarterly)
Pierce	Joint Powers Board
Jensen	Intergovernmental Meeting Group (quarterly)
Krogman	Intergovernmental Meeting Group
Boersma	Local Emergency Planning Committee (LEPC) (quarterly)
Bartley	Planning & Zoning Board Member (monthly)
Pierce	Planning & Zoning Board - Alternate
Pierce	Public Affairs Committee (monthly)
Jensen	Weed & Pest Board Member (quarterly)
Pierce	Youth & Family Services - Advisory Board for JDC (as needed)
Pierce	Juvenile Detention Alternatives Initiative (JDAI) (quarterly)
Dr. Hieb	County Coroner
Stanwick	Deputy County Coroner
All Deputies	Deputy County Coroners
Gustad	Highway Superintendent - 2-year appointment (SDCL 31-11-1) Expires in 2023

#### DEPARTMENT LIAISONS

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

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen said when she created the 2022 calendar, she forgot it was an election year. Steffensen asked the board if they could move the Tuesday, June 7<sup>th</sup> meeting to Thursday, June 9<sup>th</sup> to canvas the votes. By consensus, the board agreed. Steffensen said the General Election is November 8<sup>th</sup>. She said there is no meeting scheduled that day so options would be to schedule a special session on Thursday, November 10<sup>th</sup> to canvas the votes or move



commission meeting dates around. By consensus, the board agree to hold a special session on Thursday, November 10<sup>th</sup> to canvas the general election votes.

Steffensen said she heard from Sheriff Marty Stanwick and was told that the inmates are now in the new jail.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

### COMMISSIONERS' REPORTS & DISCUSSION ITEMS

Commissioner Pierce had nothing to report.

Commissioner Bartley attended and reported on the Detention Center Meeting. Bartley said he gave a jail tour to a Citizens Court Services Committee from Lincoln County.

Commissioner Jensen attend the 4-H County Calf Show and met with Jail Administrator Bart Sweebe to discuss some issues.

Commissioner Krogman met with BCOAC Director Dustin Huber to discuss a couple of things and attended a zoom meeting with Growth Partnership.

Commissioner Boersma attended BEDC CEO Candidate Interviews.

### ADJOURNMENT

Motion by Krogman, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, January 18, 2022 at 8:30 a.m.

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Jenna Byrd  
Senior Finance Assistant  
Brookings County

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