

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, FEBRUARY 6, 2024

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 6, 2024, with the following members present: Larry Jensen, Kelly VanderWal, Ryan Krogman, Michael Bartley and Shawn Hostler.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

MOMENT OF SILENCE

A moment of silence was held in remembrance of Moody County Chief Deputy Sheriff Kenneth Prorok.

CITIZEN INVITATION

No one signed in to schedule time on the agenda for an item not listed.

APPROVAL OF AGENDA

Motion by Krogman, seconded by Hostler to approve the agenda for the February 6, 2024 Commission Meeting. All members present voted "aye." Motion carried.

CONSENT AGENDA

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

The consent agenda consisted of the minutes from the January 16, 2024 Commission Meeting.

Travel Requests: Courtney Steffen to attend the Pierre Legislative Reception on January 22nd in Pierre; Shawn Plowman to attend an Advisory Board Meeting for the South Dakota Digital Government Summit on January 31st in Pierre; Courtney Steffen to attend a conference on February 24th-28th in Washington D.C.; Brian Gustad, Jeff Anderson or Randy Miller to attend the 2024 Short Course SDACHS Conference on March 19th-21st in Pierre; Robert Hill and Richard Haugen to participate in a SD OEM Region 6 Emergency Management Exercise on April 3rd in Yankton; Robert Hill to attend the American Planning Association Conference on April 12th-16th in Minneapolis, MN.

Personnel Action Notices: new hire- Full-time Correctional Officer Chadley Giesel at \$23.70, effective January 22, 2024; annual review- Kevin Murfield to \$37.13, effective February 1, 2024.

Cellular Authorizations: Basic Usage- Jacob Hoffmeister at \$30/month.

Human Services Report: case #24-1 for rent was denied; case #24-2 for medical was denied; case #24-16 for a burial was approved; case #24-17 for a burial was approved; case #24-18 for a burial was approved.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract & Maintenance, \$738.45; Action Target, Sticky Pads, Hand Soap, Freight, \$209.19; Allegra Print & Imaging, Map Binding, Business Cards, \$100.16; AMP Electric Construction, Heater at Courthouse, \$4,660.00; Andresen, Michael, Boot Allowance, \$215.00; Aragon, Antonio, Translation Services, \$37.50; Aragon, Martha A, Translation Services, \$37.50; AT&T Mobility, Mobile WIFI, \$80.08; Badger Fire Dept, Grass Unit, Chassis, \$25,564.05; Banner Associates, Engineering Services, \$15,215.55; Bauman Electric Inc, Labor & Materials, \$1,908.56; Bobcat of Brookings, Belt, Antenna, \$105.83; Bremmon, Carmen, Translation Services, \$250.00; Brookings Area Transit Authority, Veteran VA Rides, \$66.00; Brookings Area Crime Stoppers, 2024 Budget Allocation, \$500.00; Brookings Auto Mall Inc, 2024 Chevrolet Equinox, \$26,691.00; Brookings Behavioral Health, 2024 Budget Allocation, \$225,000.00; Brookings Co Conservation Dist, 2024 Budget Allocation, \$30,000.00; Brookings County Historic Museum, 2024 Budget Allocation, \$5,000.00; Brookings County Finance, Hwy Pickup Plate, \$16.70; Brookings Economic Development, 2024 Budget Allocation, \$35,000.00; Brookings Engraving, Name Plates, \$17.00; Brookings County Food Pantry, 2024 Budget Allocation, \$6,000.00; Brookings Health System, SANE Exam, \$566.00; Brookings Regional Humane Society, 2024 Budget Allocation, \$10,000.00; Brookings Register, Subscription Renewal, Legals, \$242.47; Builders Supply Company, Door Handles, \$96.88; Butler Machinery Co, Edges, \$1,338.22; C&R Fire Suppression DBA DVL Fire, Inspection, Recharge, \$174.50; Capital One, Cups, Command Strips, Deskpads, \$29.12; Carquest Auto Parts Store, Tools, Parts, Supplies, \$3,653.97; Century Business Products, Utilities/Fees, Contracts, \$596.42; City of Brookings, E911 Payment, \$88,838.05; Cook's Wastepaper & Recycling, Recycling/Garbage Service, \$1,021.50; Dell Marketing LP, Power Edge R550 Servers, \$54,737.95; Den-Wil Inc, Feb Comm Health Rent, \$1,050.00; Duininck, Cold Mix, \$1,107.00; Ecolab Pest Elimination, Pest Service, \$195.04; Eidsness Funeral Home, COP Burial, \$3,000.00; Ekern Home Equipment Company, Filters, \$270.00; Elkton Ambulance, Commission Proj Funding, \$270,000.00; ESEind, Inc, Comm Health Security Monitor, \$538.30; Estelline Community Oil, Bruce Shop Maint, Gas, \$1,650.45; Everblades Inc, Blades, \$1,990.00; Executive Mgmt Finance Office, Microfilm Storage, BIT, \$149.72; First District Association, FY24 2nd Qtr Dues, \$12,804.19; Foerster Distributing, Copy Paper, Towels, \$188.00; Kasper Frantzen, RSO Certification, \$66.00; Freightliner Truck Center, Valve Kit, Bolt, Dustshield, \$127.43; Jennifer Goldammer, Crt Appt Attorney, \$1,262.60; Guardian RFID, Yearly Renewal, Inmate Tracking, \$5,829.00; Patricia J Hartsel, CAA Transcripts, \$126.75; Health Reimbursement, Health Reimbursement Acct, \$104,370.00; Hillyard/Sioux Falls, Cleaning Supplies, \$990.59; Hireclick - Keloland Employment, Keloland Job Listings, \$318.00; Tim Hogan, Crt Appt Attorney, \$1,476.60; Hungerford Chiropractic PC, Instant Drug Testing, \$105.00; Hy-Vee Food Store, Funeral Flowers, Refreshments, \$257.84; I State Truck Center, Bearing Kit, \$1,061.94; I29 Truck Shop, 1500 Eng Hrt-120v, \$98.40; Idrive Inc, Remote Pc Enterprise, \$224.62; Info Cubic Llc, Employment Screening, \$186.20; Intek Cleaning & Restorattion, Mold Remediation Crthouse, \$2,270.70; Inter-Lakes

Community Action, 1st Qtr Comm Service Worker, \$5,239.00; International Code Council, Govt Membership, \$160.00; Intoximeters Inc, 24/7 Supplies, \$235.75; Johnson Controls, Crthse Planned Service Agrmt, \$19,232.10; Keltek, Patrol Vehicle Equipment, \$218.40; LL Harder Inc, Jail Dishwasher Maint, \$632.94; Lewis & Clark Behavioral Health, Bmi Intakes, \$852.00; Lewis Drug Inc, Inmate Medication, \$1,948.40; Lincoln County Auditor, MI Board Charges, \$2,355.55; Lowe's, Gearbox, Scrubs, \$323.75; Margaret Harkness, Working Lunch-Replacement Ck, \$27.28; Martin Oil Company, Purus, Bulk, Nozzle, \$4,046.30; McLeod's Printing & Office Supply, Township Law Books, \$345.93; Mediacom Llc, Courthouse WIFI, Law Library, \$511.76; Merrigan-Johnson, Shawn, Overpayment to Clk of Crts, \$75.48; Mid-States Organized Crime, MOCIC Yearly Membership, \$150.00; Midwest Glass, Windshield, \$484.86; Minnehaha County JDC, Dec 2023 JUV Housing, \$556.14; Moser, Misty, Tow 2016 Chevy, Fuel, \$168.83; Nancy J Nelson, Crt Appt Attorney, \$1,302.83; Newegg Business Inc, Misc IT Equipment, \$3,229.82; North American Banking Co, Postage Machine Rental, \$360.00; Northwestern Energy, Natural Gas Utilities, \$6,174.80; Office of Fire Marshal, Boilers Certification, \$370.00; Office Peeps Inc, Office Supplies, \$1,809.86; Outlaw Graphics, Remove Vehicle Decals, Magnet, \$136.25; Pitney Bowes, Postage Machine Rental, \$114.00; Prochem Dynamics Llc, Jail Janitorial Supplies, \$674.61; Qualified Presort Service, Tax Statement, Setup/Mailing, \$7,896.62; Razors Edge Grounds Keeping, Snow Removal, Ice Melt, \$1,300.00; RC First Aid, First Aid Kit Supplies, \$98.00; Redstone Law Firm Llp, Membership Dues/Replacement Ck, \$2,090.00; Rick Ribstein, Crt Appt Attorney, \$165.85; Robby's Auto Shop, Patrol Vehicle Maintenance, \$238.85; Rude's Funeral Home Inc, COP Burial, Coroner Costs, \$6,380.00; Running's Supply Inc, Shop Supplies, Maintenance Items, \$785.30; Sanford Health, New Deputy Hire Exam, \$306.00; Schomp's Mechanical Service, Kitchen Refrigerator Repair, \$854.10; SD Dept of Revenue, Sheriff Trust Distress Warrants, \$1,215.00; SD Dept of Transportation, County Pavement Marking, \$423,490.86; Jack Thompson, Digital T-Bevel Reimbursement, \$30.78; Titan Machinery, Hood, Lights, \$16,942.09; Tom, Joe, & Phil Davis, Tons of Fractured Rock Royalty, \$3,360.00; Town of Sinai, Sewer, Garbage, \$64.00; Trane US Inc, Annual Maintenance Contract, \$22,704.00; Transource, Repair, Shock Absorber, \$856.77; Trinity Services Group, Inc, Inmate Meal Services, \$10,923.57; Two Way Solutions Inc, Programing for Radios, Relocate Antenna, \$1,452.94; Steven Ust, Building Inspections, \$2,600.00; Vandenberg Law, Crt Appt Attorney, \$1,698.50; Verizon Wireless, Monthly Cell Charges, \$442.24; Walburg, Duane, Animal Control Mileage, \$93.24; White Ambulance Service, Comm Projects Reimbursement, \$124,900.00; Kristin A Woodall, Court Transcripts, \$612.95; WW Tire Service Inc, Patrol Vehicle Maint, Tires, \$1,862.12; Yankton County Treasurer, Mental Illness Hearings, \$588.15.

Department Heads Reports

4-H Youth Advisor Sonia Mack presented the 4-H Youth Advisor's Report. Mack said 4-H shooting sports started on January 5th. She said they've seen a lot of growth in youth participants over the last year.

Mack said the at-home family cooking program started in January with a tour of Germany. She said each month materials are provided to them to prepare the recipes from different countries.

Mack said a self-guided youth livestock literacy event will be available to youth throughout the week of the Watertown Winter Farm Show, February 7th-10th.

Mack said Dash+ will be held in Watertown on Saturday, March 23rd.

County Development Director Robert Hill updated the board on the Medary Township Drainage project. Hill said Banner Associate's engineer hydrologist has been talking to the Natural

Conservation Resource Service's state engineer, and at this stage they are drafting an operating plan.

Hill updated the board on upcoming dates.

Highway Superintendent Brian Gustad said bid openings for supplies and materials and the asphalt overlay project will be Wednesday, February 21st at 2:00 p.m. He said bid opening for the 2024 Chip Seal project will be Wednesday, February 28th at 2:00 p.m.

Gustad said load limits may go into effect considerably sooner than in previous years due to the unseasonably warm weather. Gustad said he will notify the board before that happens.

Sheriff Marty Stanwick said there are 53 inmates in jail. Stanwick said they did write a grant for help in the 24/7 program and was awarded \$10,000. He said the 24/7 program continues to stay busy.

Stanwick updated the board on 2023 involuntary commitments.

Finance Officer Lori Schultz reported to the commission the number of available on-sale liquor licenses and off-sale liquor licenses. She said there are zero available on-sale liquor licenses and five available off-sale liquor licenses in the county.

Schultz reminded the public of the property tax reduction programs. She said the county has a new credit card system and it's been working very well. And Schultz presented the Yearly Investment Policy transfers.

Be It Noted Items

The following BCOAC volunteers are to be listed in the minutes for work comp purposes: Jason Horne and Kasper Frantzen.

REGULAR BUSINESS

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Jensen to sign Resolution #24-06: a Resolution Designating the Contact Person to Request Assistance from the South Dakota Wildland Fire Coordinator Pursuant to SDCL 41-20A-11 and Amending Resolution #23-07. Background information was provided by Commission Department Director Stacy Steffensen.

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

RESOLUTION #24-06

**A RESOLUTION DESIGNATING THE CONTACT PERSON TO
REQUEST ASSISTANCE FROM THE SOUTH DAKOTA
WILDLAND FIRE COORDINATOR PURSUANT TO SDCL 41-20A-11
AND AMENDING RESOLUTION #23-07**

WHEREAS the South Dakota Wildland Fire Coordinator is authorized to assist in fighting range fires throughout the State, but only if a county formally requests the assistance.

WHEREAS there may not be sufficient time to hold a meeting and adopt a resolution during a fire.

WHEREAS Brookings County wishes to designate a person with authority to request assistance under SDCL 41-20A-11.

THEREFORE, BE IT RESOLVED by the Brookings County Board of County Commissioners that the following person be designated to request assistance under SDCL 41-20A-11.

THEREFORE, BE IT ALSO RESOLVED that this resolution amends Resolution #23-07.

Robert Hill
Brookings County Emergency Management
520 3rd St., Suite 110
Brookings, SD 57006
(605)696-8250
After work hours (605)690-5041

Dated this 6th day of February 2024.

ATTEST:

Larry Jensen
Chairperson
Brookings County Commission

Lori Schultz
Finance Officer
Brookings County

Motion by VanderWal, seconded by Krogman to approve and authorize Chairperson Krogman to sign Resolution #24-07: a Resolution Establishing Hours of Operation for Brookings County Offices. Background information was provided by Commission Department Director Stacy Steffensen.

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

Resolution #24-07

A RESOLUTION ESTABLISHING HOURS OF OPERATION FOR BROOKINGS COUNTY OFFICES

WHEREAS SDCL 7-7-2 requires the Board of County Commissioners to establish the hours of operation for each county government office, except for the offices of the Sheriff and State’s Attorney.

THEREFORE, BE IT RESOLVED by the Brookings County Board of Commissioners that the hours of 8:00 AM to 5:00 PM, Monday through Friday of each week, excluding holidays, are the standard business hours for most county departments, with the exception of the Brookings County Sheriff’s Department and State’s Attorney’s Office.

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Highway Department, primarily due to weather, the Highway Superintendent may establish a summer schedule (7:00 AM to 5:30 PM, Monday through Thursday) and a winter schedule (7:00 AM to 3:30 PM, Monday through Friday) for hours of operation; and

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Weed & Pest Department the Weed & Pest Supervisor may establish a summer schedule based on the weather conditions.

The Weed & Pest Supervisor's winter schedule for hours of operation are 7:00 AM to 3:30 PM, Monday through Friday; and

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Outdoor Adventure Center, the Director of the Outdoor Adventure Center may establish a schedule for hours of operation to accommodate public use of the ranges and other events; and

BE IT FURTHER RESOLVED that every county government department shall post its hours of operation on the Brookings County website.

BE IT FURTHER RESOLVED that it is the policy of Brookings County to remain open during inclement weather except under the most extreme conditions. In such events, the Chairperson of the Board of County Commissioners or their designee may recommend closure due to traffic safety considerations.

BE IT FURTHER RESOLVED that Resolution #24-07 supersedes all previous resolutions pertaining to hours of operation for Brookings County Departments.

Dated this 6th day of February 2024.

ATTEST:

Larry Jensen
Chairperson
Brookings County Commission

Lori Schultz
Finance Officer
Brookings County

Motion by VanderWal, seconded by Bartley to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #24-08: a plat of Tract 1 of Koster Addition, an Addition in Government Lot 4 of Section 22 Township 110 North, Range 47 West of the 5th Principal Meridian, Brookings County, South Dakota.

Background information was provided by County Development Director Robert Hill.

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

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Jensen to sign Agreement #24-04: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Sterling Township. (WO 34265)

Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Hostler to approve and authorize Chairperson Jensen to sign Agreement #24-05: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Sterling Township. (WO 34267)

All members voted "aye." Motion carried.

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Jensen to sign Agreement #24-06: an application for occupancy of right-of-way of county highway made by Sioux Valley Energy in Sterling Township. (Wo 34268)

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #24-07: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Sterling Township. (WO 34469)

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #24-08: Brookings County Detention Center Inmate Housing Contract between Brookings County and Deuel County.

Background information was provided by Sheriff Marty Stanwick.

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

Motion by Hostler, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #24-09: a Brookings County Detention Center Inmate Housing Contract between Brookings County and Kingsbury County.

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

Motion by Krogman, seconded by Hostler to approve eight (8) petitions for late Elderly Tax Freeze applications. Background information was provided by Finance Officer Lori Schultz. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve a Pay/Title Change Request Policy. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Vanderwal to declare a Kyocera copier (asset #15-002) as surplus property to be destroyed. Background information was provided by Finance Specialist Jenna Byrd.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen said the board received a resolution from Trenton Township’s Supervisors requesting that the county take over jurisdiction of 214th Street from 34th Avenue to the intersection of 474th Avenue. Steffensen said the other portion of that stretch, the intersection of 474th Avenue to the City of Aurora, is under Aurora Township’s jurisdiction.

Jensen said he knows Trenton Township and Aurora Township have been dealing with a lot of complaints and requests. He said both townships are having a hard time keeping up on the maintenance. Jensen said Aurora Township also has a resolution in hand and is interested in the county taking over their portion of 214th street.

Highway Superintendent Brian Gustad said he hasn’t taken a really close look at that road, but assumes it will need a lot of gravel and maintenance.

Bartley said it will be interesting to see Banner Associate’s report on cost estimates for paving that road. Bartley asked Gustad if he would come up with cost estimates on maintaining the road, equipment needed and personnel. Bartley said he wants to see exactly how it’s going to

affect the county's budget. He said he doesn't want to act on it until they've seen both resolutions, but said he supports the idea.

Krogman said the first meeting in March could be the meeting where they discuss and act on both resolutions. Krogman said they will know more from Banner Associates too. Krogman said he thinks it needs to happen, but wants to make sure they have all of the information before acting.

By consensus, the board agreed to publish a supplemental budget public hearing notice.

Commission Department Director Stacy Steffensen presented the 2023 year-end report.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen said there is a Tactical Pipeline Response training at the Dacotah Bank Center on Wednesday, February 28th at 11:30 a.m.

Steffensen said the commission received a request to sponsor the Uncle Sam Jam 4th of July event at the Dacotah Bank Center again this year. She said the county has done \$1,500 for the past several years and asked if the board wanted to do that again this year. By consensus, the board approved the \$1,500 sponsorship for the Uncle Sam Jam 4th of July event.

States Attorney Dan Nelson said there was a legislative update that will benefit counties significantly. Nelson said for every diversion referral on the juvenile side, the county receives \$250. He said SB 47 was introduced, and the amount given will be \$750 per referral.

COMMISSIONERS' REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended Brookings Day at the Capitol; attended an E-911 Board Meeting; attended a meeting with Banner Associates regarding 214th Street; and watched the tabulation process for the Brookings City Referendum Election.

Commissioner Bartley attended Brookings Day at the Capitol and attended a BEDC Board Meeting.

Commissioner Krogman attended a Research Park Board Meeting; attended Brookings Day at the Capitol; updated the board on the BATA Board Meeting; attended a Brookings County Housing Board Meeting; and attended the Brookings Health Board Meeting.

Commissioner Hostler attended Brookings Day at the Capitol; attended a Public Affairs Board Meeting; attended a Domestic Abuse Shelter Meeting; attended a BEDC Board Meeting; attended the BCOAC Advisory Board Meeting; and attended the Public Affairs Legislative Update.

Commissioner Jensen attended Brookings Day at the Capitol; attended an E-911 Board meeting; attended a meeting with Banner Associates regarding 214th Street; attended the BCOAC Advisory Board Meeting; and watched the tabulation process for the Brookings City Referendum Election.

EXECUTIVE SESSION

Motion by Krogman, seconded by VanderWal to enter into Executive Session at 9:50 a.m., in accordance with SDCL 1-25-2(1), personnel. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Hostler to come out of Executive Session at 10:37 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Bartley, seconded by Krogman to adjourn the meeting. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, February 20, 2024 Commission Meeting.

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

Published once at the approximate cost of_____.