

# BROOKINGS COUNTY COMMISSION MEETING

## TUESDAY, FEBRUARY 21, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 21, 2023 with the following members present: Ryan Krogman, Larry Jensen, Michael Bartley, Shawn Hostler and Kelly VanderWal.

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### APPROVAL OF AGENDA

Motion by Jensen, seconded by Bartley to approve the agenda for the February 21, 2023 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(4), contract negotiations was added to the Executive Session.

### EMPLOYEE ANNIVERSARY RECOGNITIONS

The board recognized Beverly Chapman for 25 years of service; Dale Kneebone for 20 years of service; Amy Christensen for 5 years of service; and Dave Knutson for 5 years of service.

### CONSENT AGENDA ITEMS

Motion by Hostler, seconded by VanderWal to approve the consent agenda. Roll call vote: VanderWal "aye," Bartley "aye," Jensen "aye," Hostler "aye," Krogman "aye." Motion carried. The consent agenda consisted of the minutes from the February 7, 2023 Commission Meeting.

Travel Requests: Commissioners & Stacy Steffensen to attend the SDACC Spring Workshop on April 18<sup>th</sup> - 20<sup>th</sup> in Pierre; Brandon Fronk to attend an ESRI User Conference on July 9<sup>th</sup> - 15<sup>th</sup> in San Diego, CA.

Personnel Action Notices: annual review- Lisa Radtke to \$27.79, effective February 1, 2023; position change- Deputy Sheriff Matthew Fee at \$28.38, effective February 13, 2023; annual review- Reid Squires to \$30.72, effective March 1, 2023; annual review- Christine Kreutner to \$25.67, effective March 1, 2023.

### ROUTINE BUSINESS

*Approval of Claims*

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

A&B Business Inc, Copier Contract, \$170.94; AgFirst Farmers Coop, Propane, \$34.75; Allegra Print & Imaging, Map Binding, Window Envelopes, \$338.25; Amazon Capital Services, Jail, Front Office, Deputy, Nursing Supplies, \$2,750.47; American Stamp & Marking, Self Inking Dater W/ Dye, \$191.64; AMP Electric Construction, Check CH Outlets, Replace Wire, \$245.71; Apple Grove Investments, Tax Certificates, \$3,241.88; Aragon, Antonio, Translation Service, \$37.50; AT&T Mobility, Nighthawk MIFI Mobile WIFI, \$40.04; Aurora Auto Body & Glass, Deputy Fuel, Patrol Vehicle Maint/Repairs, \$328.45; Auto Value Parts Stores, Headlamp, \$12.99; Avera Occupational Medicine, TPA Services, \$76.00; Banner Associates, Volga Samara Ave Reconstruction, Professional Services, Design, Bidding, Replacement, \$38,114.50; Bobcat Of Brookings, Filter, \$115.52; Bobcat Plains Academy, Bond Forfeiture Payment, \$47,000.00; Box, Inc, Box Business Plus Account License, \$5,292.00; Bremmon, Carmen, Court Services Translation Services, \$200.00; Brookings Area Chamber, Sustainer Chamber Membership, \$1,500.00; Brookings City Utilities, Phone Service, CH Lawn Irrigation, Comm Health, Water For Truck Shed, Monthly Utilities, BCOAC, Water/Sewer/Electric/Telephone, \$12,551.19 ; Brookings Health System, January Blood Alcohol Testing, \$12,742.00; Brookings Regional Humane Society, 2023 County Funding Request, \$10,000.00; Brookings Register, Publications, Notice For Hearing, Notice For Annual Bids, \$1,893.48; Buhls Of Brookings Cleaning, Rugs/Supplies, Rug Rental, 3 Rugs, \$223.25; Carquest Auto Parts Store, Drive Rivet, Shockit Kit, Seat, \$1,067.37; Central Salt, Salt, \$20,044.02; Century Business Products, Copier Contract, \$186.72; CHS, Sinai/Brookings/White Diesel, \$68,129.89; Cintas Corporation, Uniforms, \$210.81; City Of Brookings, Shared Gov Center Costs, E911 Money-Interest, \$10,929.46; City Of White, Water/Sewer/Electric, \$100.75; CNA Surety, Notary Bond, \$50.00; Cook's Wastepaper & Rec, Courthouse/BCOAC Service, Brookings/White, Garbage/Waste Utilities, Feb 2023 Singlestreamservice, \$819.30; Dakota Data Shred, Shredding Pick Up, Paper Shredding Services, \$215.33; De Castro Law Office Pllc, Court Appointed Attorney, \$1,857.60; Dell Marketing Lp, Poweredge Server, \$4,922.61; Department Of Health, Blood Tests, \$80.00; DMC Wear Parts, Cutting Edge, \$24,255.00; Ecolab Pest Elimination, Monthly Pest Service, \$186.75; Empire Investments LLC, Tax Certificates, \$10,584.99; Enz, Gregory, Boot Reimbursement, \$110.00; Fastenal Company, Filters For Courthouse, \$164.11; Fite & Pierce Law Office, Court Appointed Attorney, \$1,168.80; Foerster Distributing, Janitor Supplies, Jail Janitorial Supplies, \$571.00; Andrew Foreman, Boot Reimbursement, \$81.99; Forrest Holdings Inc, Tax Certificates, \$1,072.30; Mark Fredericks, Tax Certificates, \$810.48; Hillyard/Sioux Falls, CH Janitorial, Vacuum Parts, \$1,730.00; Hometown Service & Tire, Jail Vehicle Maint/Repairs, \$536.00; Hungerford Chiropractic, Instant Drug Testing, \$30.00; Hy-Vee Food Store, Inschool/Extension Board Supplies, \$125.85; IMEG Corporation, Asphalt Surfacing, Design, \$11,500.00; Info Cubic LLC, Employment Screenings, \$253.95; Interstate Telecom. Coop, Extension Phones, \$387.10; Jarrod's Properties, Tax Certificates, \$3,587.30; Kingbrook Rural Water, Water Sinai, \$36.00; Kruse Law Office, CAA Inv MI Hearing, \$2,097.20; L&L Auto & Truck Parts, Anti Seize, Cord, Cirbreaker, Jail Vehicle Maint/Repairs, \$75.64; L.G. Everist Inc, Icing Sand, \$2,269.76; Lewis & Clark Behavioral, BMI Intake, \$184.00; Lewis Drug Store, Inmate Liable Medications, \$1,053.93; Light And Siren, Lights, \$2,312.00; Locators & Supplies, Jackets, \$135.10; Lowe's, Paddlocks, Heat Cable For Drain, 40lb Salt, Spray Adhesive, Janitor Supplies, Shop, \$336.67; Lyle Signs Inc, Weight Restriction Signs, \$150.00; Matheson Tri-Gas Inc, Rental Agreement, \$48.44; Maximum Promotions, US Flags, Pow Flags, \$391.20; Mediacom LLC, Feb Law Library Int Service, \$165.85; Minnehaha County JDC, JDC Costs, \$257.00; Brennan Mudder, Boot Reimbursement, \$100.00; Dan C Nelson, Hotel Stay In Pierre, \$172.47; Nancy J Nelson, Court Appointed Attorney, \$2,150.00; Teree A Nesvold, Court Appointed

Attorney, \$1,141.30; Newegg Business Inc, IT Hardware, \$1,121.19; Northwestern Energy, Heat For Truck Shed, Truck/ Highway Shop, Monthly Utilities, \$9,467.48; Office Peeps Inc, Office Supplies, Notary Stamp, Popup Note, Printer Paper, Desk Organizer, Red Folders, Colored Paper, Pens, Correction Tape, Legal Pads, Office Chair, \$1,626.23; Parmely, Ronny, Mileage For Extension Board, \$14.28; Pharmchem Inc, Drug Patch Analysis, \$31.95; Jennifer Pickard, Mileage For Extension Board, \$15.30; South Dakota Public Health, Jan Public Health Lab, \$2,495.00; Qualified Presort Service, Mail Pick-Up, \$32.97; Razors Edge Grounds Keeping, Jan Courthouse Grounds Maintenance, Snow Removal, Ice Melt/Sand, \$5,360.00; Rc First Aid, First Aid Kit Refills, \$58.50; Rdo Equipment Co, Repair, Def, Hy-Gard, \$8,527.97; Rental Depot, Lift To See Roof Damages, \$315.90; Reserve Account, Postage, \$5,000.00; RFD Newspapers Inc, Publications, Annual Bid Notice, \$4,077.93; Running's Supply Inc, Shop, Adhesive Wire Clips, Glove, Key Copies For Shooting Sports, \$825.45; Safe-N-Secure, Monitoring Service, \$299.88; Sanford Health, Emergency Room-Sane Kit, \$390.78; Satellite Tracking Of People, GPS Monitoring, \$991.25; SD Attorney General's Office, 24/7 Sobriety Program, \$3,836.00; SD Dept Of Transportation, County Road 10 Gravel Agreemnt, \$19,366.86; SD State's Attorneys Association, State's Attorney Base Dues, \$2,090.00; SDACC, Spring Workshop Registration, \$660.00; SDACO, Register of Deeds Modernization&Preservation, \$514.00; SDSU Extension Service, Co 4-H Advisor Salary Billing, \$21,770.63; Stellar Service, LLC, Inmate Commissary, \$11,684.53; Laura Stern, Mileage For Extension Board, \$10.71; Thomson Reuters - West, West Information Charges, \$397.31; Town Of Sinai, Sewer, \$64.00; Transource, Wiper Arm, Filter, Switch, \$278.27; Trinity Services Group, Inc, Inmate Meal Services, \$3,735.68; Two Way Solutions Inc, Quarterly Maintenance Contract, \$800.00; Steven Ust, Insepctions, \$500.00; Vandenberg Law, Court Appointed Attorney, \$6,726.50; Susan Vanderwal, Mileage For Extension Board, \$15.30; Volga Fire/Rescue, Commission Project Reimbursement, \$58,412.50; Walburg, Duane, Animal Control Mileage, \$96.18; Melissa Walsh, Notary Filing Fee Reimbursement, \$30.00; Yankton County Treasurer, Mental Illness Charges, \$241.70; Brian Zielinski, Court Appointed Attorney, \$2,650.58.

### ***Department Head Reports***

County Development Director Robert Hill presented the County Development Director's Report. Hill said there is a Pipeline Safety Meeting today, which is for the existing pipelines. He said as far as he knows, there will be no CO2 talk.

Highway Superintendent Brian Gustad said they are preparing for the upcoming blizzard.

Weed & Pest Supervisory Misty Moser said there is a Towns & Townships Meeting on March 2<sup>nd</sup> at the Brookings County Outdoor Adventure Center starting at 10:00 a.m.

BCOAC Director Dustin Huber updated the board on attendance and events held at the facility. Huber said they bought a new scrubber and a server for the building. Huber said he has a few small projects he wants to do around the facility like painting and installing some carpet. He said he'd like consensus to be able to do that. By consensus, the board agreed to allow Huber to do a few small projects.

Huber asked the board for consensus to apply for a grant through Game, Fish & Parks for 2024. He said the grant is for \$15,000, which will be used for upkeep of the building. By consensus, the board gave BCOAC Director Dustin Huber approval to apply for a grant through Game, Fish, & Parks for 2024.

Register of Deeds Beverly Chapman presented the 2022 Annual Report.

**REGULAR BUSINESS**

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Krogman to sign Resolution #23-09: a Resolution Correcting Resolution #23-06: a Supplemental Budget Resolution. Background information was provided by Commission Department Director Stacy Steffensen.

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

**RESOLUTION #23-09**  
**A RESOLUTION CORRECTING RESOLUTION #23-06:**  
**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 on Tuesday, February 7, 2023, 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 7<sup>th</sup> day of February, 2023 and 9:00 AM in the County Commission Chambers in a regularly scheduled meeting and any objections were made before said Board to the adoption of such supplemental budget.

WHEREAS, the supplemental for Fund 295, Rural Access Infrastructure, was added to the resolution in error.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that Resolution #23-06 be amended to exclude the following:

Means of Finance	295-2-276-0400 Assigned Fund Balance	\$1,010,735.99
	295-4-311-4290 Other Expenses	\$1,010,735.99

Dated this 21<sup>st</sup> day of February 2023.

Chairperson: Ryan Krogman  
Vice Chairperson: Larry Jensen  
Commissioner: Michael Bartley  
Commissioner: Shawn Hostler  
Commissioner: Kelly VanderWal

Attest:

Lori Schultz  
Finance Officer  
Brookings County

Motion by Jensen, seconded by VanderWal to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-10: a plat of Chris Diedrich addition in the County of Brookings, South Dakota located in the Northeast Quarter (NE ¼) of Section 31, T109N, R48W of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by Hostler, seconded by VanderWal to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-11: a Plat of Lot 1 of Wells Addition in the SE ¼ of Section 8, Township 109 North, Range 49 West of the 5<sup>th</sup> P.M. in Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by Jensen, seconded by Bartley to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-12: a Plat of Lot 1 of Allison’s Addition in the SW ¼ of Section 8, Township 109 North, Range 49 West of the 5<sup>th</sup> P.M. in Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by VanderWal, seconded by Jensen to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-13: a Plat of Block 1, Meyer Addition in the North ½ of the Northeast ¼ of Section 11, T111N, R48W of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-09: an application for occupancy of right of way of County highways made by Sioux Valley Energy in Medary Township.

All members voted “aye.” Motion carried.

### **SCHEDULED AGENDA ITEM**

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

### **REGULAR BUSINESS**

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-10: a State of South Dakota Consultant Contract for Provision of Community Health Service. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Bartley, seconded by Jensen to approve Abatement #23-01: an abatement application made by Madison Air Craft, LLC for parcel #40991-40005-000-20 in the amount of \$1,0440.24. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Jensen to approve Abatement #23-07: an abatement application made by Sunny Ridge, Inc for parcel #40338-01300-011-00 in the amount of \$102.54.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for opioid settlement payment to States Attorney GL line 101-4-151-4281 in the amount of \$2,965.65. Background information was provided by States Attorney Dan Nelson.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Jensen to appoint Kelly VanderWal to the at-large position on the First District Association of Local Governments board.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve the transfer of a Dell PowerEdge server from the BCOAC to the IT Department. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

The board discussed the intersection of 204<sup>th</sup> Street and 459<sup>th</sup> Avenue. Commission Department Director Stacy Steffensen said they had a citizen voice concerns about the intersection. Steffensen said this intersection is a 4-way stop located west of Oakwood; intersection of County Roads 6 and 1. Steffensen said the citizen who lives in the area and travels through that intersection everyday witnesses people running through that 4-way stop several times a week. Steffensen said the citizen is wondering about adding flashing lights or another mechanism to draw attention to the stop signs.

Sheriff Marty Stanwick said he’s done research on accidents at that intersection and found that there have been only two accidents in the last three years. He said he has not received any complaints about this intersection but knows there is a lot of traffic in that area. VanderWal asked Stanwick if there is a sign that reads “stop ahead” before the stop signs. Stanwick said yes.

VanderWal said he contacted landowners in that area and all of them agreed that it is worse in the summer. VanderWal said those citizens suggested putting rumble strips in. VanderWal said the flashing lights are a great idea if there are dollars for it.

Bartley suggested Highway Superintendent Brian Gustad do some research on cost estimates on different mechanisms that could be added to all intersections that may need them. Krogman said they have Commission Projects funds available and suggested they identify some intersections that are high traffic throughout the county.

Commission Department Director Stacy Steffensen presented the Commission 2022 annual report.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report and the Veteran Service Officer's report.

Steffensen said Minnehaha County Commission Administrative Officer Carol Muller shared the Efficiency & Conservation Block Grant Program with her. Steffensen said it looks like Brookings County would be eligible for \$75,360 if there is a project that qualifies. She said she will do some more research on potential projects.

Steffensen said there was a request for \$1,500 to the Uncle Sam Jam event. By consensus, the board agreed to give \$1,500 to the Uncle Sam Jam event.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

### COMMISSIONERS' REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended the District 7 & 8 Legislative Coffee; toured the new building for United Way/Brookings County Food Pantry/Backpack Project; met with the Railroad Authority Board; attended the Weed & Pest Conference in Huron; attended a United Way Stronger Together Conference; and attended a CO2 Pipeline Meeting in Watertown.

Commissioner Bartley attended the District 7 & 8 Legislative Coffee and toured the new building for United Way/Brookings County Food Pantry/Backpack Project.

Commissioner Jensen attended an Extension Board Meeting and met with the Railroad Authority Board.

Commissioner Hostler attended two Public Affair Committee meetings via zoom. Hostler said he will be absent for the Tuesday, March 7<sup>th</sup> Commission Meeting.

Commissioner Krogman attended a Growth Partnership Meeting.

### EXECUTIVE SESSION

Motion by Hostler, seconded by Jensen to enter into Executive Session at 9:54 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Hostler to come out of Executive Session at 10:58 a.m. All members voted "aye." Motion carried. No action was taken.

### ADJOURNMENT

Motion by Bartley, seconded by Hostler to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, March 7, 2023 at 8:30 a.m.

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Jenna Byrd  
Finance Specialist  
Brookings County

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