

# BROOKINGS COUNTY COMMISSION MEETING

## TUESDAY, MARCH 7, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 7, 2023, with the following members present: Ryan Krogman, Larry Jensen, Michael Bartley and Kelly VanderWal. Shawn Hostler was absent.

### 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 Bartley, seconded by Jensen to approve the agenda for the March 7, 2023, Commission Meeting. All members voted "aye." Motion carried.

### CONSENT AGENDA ITEMS

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

The consent agenda items consisted of the minutes from the February 21, 2023, Commission Meeting.

Travel Requests: Martin Stanwick & Robert Hill to attend the SDOEM Region 6 Meeting on March 14<sup>th</sup> in Mitchell; Richard Haugen to attend the South Department of Emergency Management Floodplain Management Training on March 14<sup>th</sup> in Watertown; Sonia Mack to attend a South Dakota 4-H Professionals' Spring Training, March 28<sup>th</sup>-30<sup>th</sup> in Aberdeen.

Personnel Action Notices: annual review- Kristen Witchey to \$34.60, effective April 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," VanderWal "aye," Krogman "aye." Motion carried.

605 Custom Design LLC; New Hire Vest; \$41.00; A&B Business Inc; Copier Contract; \$674.55; Amazon Capital Services; Front Office Supplies; \$141.96; American Stamp & Marking; Embossing Certified Copy Seal; \$154.68; AMP Electric Construction; Repair Courthouse Lights, Repair Exterior Lights; \$867.73; Apple Grove Investments; Tax Certificates; \$4,911.44; Arrowwood Resort & Conference; Asphalt Conference Room; \$108.92; Avera Mckennan Hospital; COP Mental Health; \$3,950.00; Avera Occupational Medicine; TPA Services; \$96.00; B&B Auto Service; Patrol Vehicle

Maint/Repairs; \$233.94; Bob Barker Company; New Jail Uniforms; \$9,719.63; Boys & Girls Club; Boys & Girls Club; \$60,000.00; Brookings Area Transit; Veteran VA Rides; \$120.00; Brookings Area Chamber; 2023 Funding; \$1,200.00; Brookings Area CTC; Jail Medical Training; \$30.00; Brookings Engraving; Misc Signage; \$316.00; Brookings Health System; COP Mental Health, January Blood Alcohol Testing; \$8,910.92; Brookings Register; 1 Year Subscription, Subscription Renewal; \$379.54; Bruce Fire Dept; Commission Projects; \$58,412.50; Butler Machinery Co; Supplies; \$57.33; Central Salt; Salt; \$8,958.66; Century Business Products; Copier Contract; \$528.60; Century Link; Monthly Utilities/Fees; \$114.53; Dakota Housing LLC; Cop Rent; \$500.00; Den-Wil Inc; March Comm Health Rent; \$960.00; Drug Court; Opioid Settlement Money; \$2,965.65; Einspahr Auto Plaza; Box Assembly For Fuses, Patrol Vehicle Maint/Repairs; \$710.79; Elkton Community Library; Budget Request; \$3,200.00; Enz, Gregory; Boot Reimbursement; \$150.00; Exclusively Expo; Pipe & Drape; \$1,040.05; Fite & Pierce Law Office; Court Appointed Attorney; \$985.20; Jennifer Goldammer; Court Appointed Attorney; \$7,654.55; Hamlin Co Auditor; 10 County Meeting; \$84.00; Patricia J Hartsel; Transcripts; \$551.15; Hill, Robert; Naco Legislative Conference; \$2,742.51; Hy-Vee Food Store; Refreshments, Donuts/Cookies, Heidemann Flowers, Jury Meals/Refreshments; \$136.48; Stacia Jackson; Court Appointed Attorney; \$3,399.55; Jimmy Johns #926; LEPC Meals for 2.16.23 Meeting; \$75.48; L&L Auto & Truck Parts; Patrol Supplies; \$5.39; Donald McCarty; Court Appointed Attorney; \$3,195.55; Mediacom LLC; Courthouse Wifi; \$40.00; Midwest Glass; Silicone/Windows Insulated; \$538.78; Mix Dry Cleaners; Patrol Uniform Dry Cleaning; \$39.00; Brennan Mudder; Boot Reimbursement; \$43.78; NASP, Inc; Bow Parts/Arrows; \$711.00; Nancy J Nelson; Court Appointed Attorney; \$1,016.50; Teree A Nesvold; Court Appointed Attorney; \$9,182.43; North American Banking; Postage Machine Rental; \$360.00; Northwestern Energy; Natural Gas Usage; \$10.00; Office Peeps Inc; Office Chair, Toner, Office Supplies, 2 Typewriter Ribbons; \$773.93; Outlaw Graphics; Door Graphics; \$72.00; Pharmchem Inc; 24/7 Supplies; \$648.67; Prochem Dynamics LLC; Jail Janitorial Supplies; \$1,225.86; Questions & Solutions Engineering; Det Center Expansion Commission; \$581.00; Ray's Corner; Food For Jan Veterans Appreciation; \$200.00; Rick Ribstein; Court Appointed Attorney; \$4,329.52; Running's Supply Inc; Jail/Deputy Supplies; \$440.46; SD Newspaper Service; Job Listings; \$93.36; SDAE4-HP; Spring Conference Registration; \$65.00; Sioux Valley Cleaners Inc; Jan/Feb Janitorial For WIC; \$902.00; Southpaw Defense; 2.19 Enhanced Class; \$450.00; Teesdale Law Office PLLC; Court Appointed Attorney; \$6,849.35; Thomson Reuters - West; January Billing Period; \$1,235.93; Trinity Services Group, Inc; Inmate Meal Services; \$7,294.93; Uline; Nitrile Gloves/Instant Ice Pack; \$173.11; Uncle Sam Jam; Sponsorship; \$1,500.00; United Way; Volunteer Week Ad; \$55.00; Faith Vanmeveren; Boot Reimbursement; \$49.10; Verizon Wireless; Monthly Charges; \$482.18; Walburg, Duane; Animal Control Mileage; \$156.66; Walmart Community; Replacement Filter, Calc Paper; \$253.10; Wells Fargo; Wells Fargo; \$2,025.81; WW Tire Service Inc; Patrol Vehicle Maint/Repairs; \$795.44

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

Highway Superintendent Brian Gustad discussed load limits. He said that temperatures are not consistently high enough to put the load limits on yet. Gustad said that he will let the commission know when they will get posted. There is list that citizens can get on to be notified of the load limits, as well. Gustad said they can call the office to get added.

Sheriff Marty Stanwick said his department has kept busy with the recent snow events. He said they haven't had any major emergencies, but they have had several instances of cars blocking

roads. As we prepare for another snow event, Stanwick warns folks not to over-drive the conditions and if you do get stuck in the middle of a road, to call 911 to let them know.

Stanwick said the U.S. Marshals Service had a tour of the jail and they are still in the process of planning to house some of their inmates.

Stanwick updated the board on the current number of inmates, and the number of participants on the 24/7 Program. He also attended the recent Township Annual Meeting and reminded everyone of the drone the department has that can be used to fly over locations this spring that may have flooding issues.

Finance Officer Lori Schultz said her office is on track with all their deadlines. She asked for patience for those coming to the office as they have been short-staffed and lines are long at times. Schultz said that Legislative Audit is planning to come at the end of March and will hopefully do both the 2021 and 2022 audits.

Schultz presented the 2022 annual report. She said it was published, as required.

County Development Director Robert Hill said he attended a Rotary Club Meeting, the Annual Township Meeting and a City of Brookings solid waste meeting. He said his office continues to work with FEMA on reimbursements from the May derecho. Hill said they have the first Joint Jurisdiction Board of Adjustment meeting on a conditional use permit, followed by the regular monthly Planning & Zoning Commission meeting tonight.

Hill provided an update on the forecasted snow event for the week.

## **REGULAR BUSINESS**

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Resolution #23-14: a resolution authorizing the purchase of corrugated metal pipe, bridge materials, and grader blades based upon the price established through the County of Beadle, South Dakota, bid process. Background information was provided by Highway Superintendent Brian Gustad.

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

### **RESOLUTION #23-14**

#### **A RESOLUTION AUTHORIZING THE PURCHASE OF CORRUGATED METAL PIPE, BRIDGE MATERIALS AND GRADER BLADES BASED UPON THE PRICE ESTABLISHED THROUGH THE COUNTY OF BEADLE, SOUTH DAKOTA, BID PROCESS**

WHEREAS, the Brookings County Highway Department will need new materials including corrugated metal pipe, bridge materials, and grader blades in 2023; and

WHEREAS the COUNTY OF BEADLE, has recently gone through a competitive bidding process for corrugated metal pipe, bridge material, and grader blades, such bidding process culminating in the bids being opened on January 03, 2023; and

WHEREAS, TRUENORTH STEEL COMPANY, was the lowest responsible bidder under such COUNTY OF BEADLE, SOUTH DAKOTA, bid process and TRUENORTH STEEL COMPANY is willing to sell corrugated metal pipe, bridge materials, and grader blades to BROOKINGS COUNTY under the same terms and options as

available to the COUNTY OF BEADLE, a copy of such bid specifications and bid having been filed at the Brookings County Finance Office; and

WHEREAS, pursuant to SDCL 5-18A-22, BROOKINGS COUNTY is authorized to purchase materials from any active contract that has been awarded by any governmental entity by competitive sealed bids or competitive sealed proposals or from any contract that was competitively solicited and awarded within the previous twelve months.

NOW THEREFORE BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to purchase on an as needed basis corrugated metal pipe, bridge materials, and grader blades from TRUENORTH STEEL COMPANY based upon the bid prices, or less, as established through the competitive bidding process of the COUNTY OF BEADLE, SOUTH DAKOTA. A copy of the County of Beadle, South Dakota, bid specifications and prices are available in Brookings County Finance Office.

Adopted this 7<sup>th</sup> day of March, 2023

Ryan Krogman  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Brookings County Finance Officer

Motion by VanderWal, seconded by Bartley to approve and authorize Chairperson Krogman to sign Agreement #23-11: a Brookings County Detention Center Inmate Housing Contract between Brookings County and Moody County.

All members voted “aye.” Motion carried.

### *Highway Bids*

Highway Superintendent Gustad provided background information on the following bids.

Motion by Bartley, seconded by VanderWal to award the bid for ¾” crushed gravel on all items listed from Bowes Construction, Sterzinger Construction, Inc., Rogge Excavating, Inc (Lake Hendricks Twp), and Rogge Excavating, Inc. (Grange Twp).

All members voted “aye.” Motion carried.

### *¾” Crushed Gravel*

<b>Contractor</b>	<b>Bid</b>
Sterzinger Construction Inc	\$7.50 @ Elkton Township
Bowes Construction	\$6.50 @ Afton, Sherman, Aurora
Rogge Excavating Inc.	\$5.25 @ Lake Hendricks Twnshp
Rogge Excavating Inc.	\$6.75 @ Grange Twnshp

Motion by Jensen, seconded by Bartley to award the bid for #250 crushed quartzite rip rap “Class A”, #150 erosion stone crushed quartzite, 1” x #4 crushed quartzite “Class A,” 3/8” natural

cover aggregate and crushed quartzite ballast #4 on all items listed from L.G. Everist , Dell Rapids plant and Brookings plant.

All members voted “aye.” Motion carried.

*#250 Crushed Quartzite Rip Rap “Class A”*

<b>Contractor</b>	<b>Bid</b>
L.G. Everist - Dell Rapids Plant	\$27.45/ton
L.G. Everist - Brookings Plant	\$37.60/ton

*#150 Erosion Stone Crushed Quartzite*

<b>Contractor</b>	<b>Bid</b>
L.G. Everist- Dell Rapids Plant	\$24.45/ton
L.G. Everist- Brookings Plant	\$37.60/ton

*1” x #4 Crushed Quartzite “Class A”*

<b>Contractor</b>	<b>Bid</b>
L.G. Everist- Dell Rapids Plant	\$19.10/ton
L.G. Everist- Brookings Plant	\$28.75/ton

*3/8” Natural Cover Aggregate*

<b>Contractor</b>	<b>Bid</b>
L.G. Everist	\$13.10/ton

*Crushed Quartzite Ballast #4*

<b>Contractor</b>	<b>Bid</b>
L.G. Everist- Dell Rapids Plant	\$19.10/ton
L.G. Everist- Brookings Plant	\$28.75/ton

Motion by Bartley, seconded by VanderWal to award the bid for HR class asphalt on all items listed from Bowes Construction, Inc.

All members voted “aye.” Motion carried.

*HR Class Asphalt*

<b>Contractor</b>	<b>Bid</b>
E1 20% Rap W/PG 58-28 oil	\$76.00
E2 20% Rap W/PG 58-28 oil	\$75.50
E1 Virgin W/PG 58-28 oil	\$88.50
E2 Virgin W/PG 58-28 oil	\$88.00
E1 Virgin W/PG 58-37 oil Asphalt Composition	\$110.00
G1 20% W/PG 58-28 oil	\$82.00
G2 20% W/PG 58-28 oil	\$83.50
G1 Virgin 2/PG 58-28 oil	\$96.00
G2 Virgin W/PG 58-28 oil	\$98.00
G1 Virgin W/PG 58-34 oil	\$120.00
G2 Virgin W/PG 58-34 oil	\$122.00
G2 85% Quartzite W/PG 58-28 oil	\$98.75
G2 85% Quartzite W/PG 58-34 oil	\$130.00
Q2 Virgin W/PG 64-34 oil	\$100.00

Q3 20% Rap W/PG 58-34 oil	\$100.00
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Motion by Jensen, seconded by Bartley to award the bid for asphalt patching on all items listed from Duininck, Inc.

All members voted “aye.” Motion carried.

*Asphalt Patching*

Contractor	Bid
Duininck Inc.	\$127.00/ton
Bowes Construction	\$134.00/ton

Motion by VanderWal, seconded by Bartley to award the bid for road oil - CRS2-P emulsion and CSS1H-3:1 emulsion on all items listed from Flint Hills Resources.

All members voted “aye.” Motion carried.

*Road Oil- CRS2-P Emulsion*

Contractor	Bid
Flint Hills	\$715.00/ton
Jebro	\$799.32/ton

*CSS1H-3:1 Emulsion*

Contractor	Bid
Flint Hills	\$515.00/ton
Jebro	\$588.82/ton

Motion by Bartley, seconded by Jensen to award the bid for Fold and Form PVC/UV CIPP on all items listed from Subsurface, Inc.

All members voted “aye.” Motion carried.

*Fold and Form PVC / UV CIPP*

Contractor	Bid
Subsurface Inc.	\$145.00 to \$380.00

Motion by Jensen, seconded by VanderWal to award the bid for equipment rentals on all items listed from Prussman Contracting, Inc.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Bartley to approve and authorize Chairperson Krogman to sign Agreement #23-12: an agreement with Bowes Construction of Brookings, SD for ¾” crushed gravel.

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

Motion by VanderWal, seconded by Bartley to approve and authorize Chairperson Krogman to sign Agreement #23-13: an agreement with Rogge Construction, Inc. of Ghent, MN for ¾” crushed gravel.

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

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-14: an agreement with Sterzinger Construction of Elkton, SD for ¾" crushed gravel.

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

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-15: an agreement with L.G. Everist of Sioux Falls, SD for natural cover aggregate, #250 crushed quartzite rip rap "Class A," #150 erosion stone crushed quartzite, 1" x #4 crushed quartzite "Class A," and crushed quartzite ballast #4.

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

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-16: an agreement with Bowes Construction of Brookings, SD for HR class asphalt.

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

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-17: an agreement with Duininck, Inc. of Prinsburg, MN for asphalt patching.

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

Motion by VanderWal, seconded by Bartley to approve and authorize Chairperson Krogman to sign Agreement #23-18: an agreement with Flint Hills of Marshall, MN for CRS2-P emulsion, and CSS1H-3:1 emulsion.

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

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-19: an agreement with Subsurface Inc. of Moorhead, MN for fold and form PVC/UV CIPP.

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

Motion by Bartley, seconded by Jensen to award the low bid and approve the Notice of Award for the 2023 Brookings County Chip Seal Project to The Road Guy Construction Company, Yankton, SD.

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

Motion by Jensen, seconded by Bartley to approve the low bid for the 2023 Brookings County Surfacing Project to Bowes Construction, Brookings SD.

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

Motion by VanderWal, seconded by Bartley to approve a request to fill vacancy for a Veterans Service Assistant in the Commission Department. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

### **SCHEDULED AGENDA ITEM**

Motion by VanderWal, seconded by Jensen to approve and authorize Chairperson Krogman to sign a retail on-sale liquor license for Schade Vineyard.

Chairperson Krogman opened the public hearing and called for proponents. Dillon Ringling, owner of Schade Vineyard, explained how the license would be used and that they host up to 25 weddings per year at the winery.

Chairperson Krogman called for opponents. Hearing none, Chairperson Krogman closed the public hearing.

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

### **REGULAR BUSINESS CONTINUED**

Motion by VanderWal, seconded by Jensen to approve the transfer of eight (8) laptop computers from elections to other departments.

All members voted “aye.” Motion carried.

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

By consensus, the commission authorized Steffensen to advertise a supplemental budget resolution.

Steffensen updated the commission on the review of signed intersections throughout the county. The highway department has quotes for the cost of the signs, but has not done a review of intersections in the county yet. VanderWal asked about rumble strips. Highway Superintendent Gustad said with rumble strips, they also have to be aware of nearby residences due to the noise they create. Bartley said they also need to take ongoing maintenance costs into account.

The board also authorized Steffensen to advertise an RFP for the courthouse roof project. Steffensen discussed upcoming dates.

States Attorney Dan Nelson had no report.

### **COMMISSIONERS’ REPORTS & DISCUSSION ITEMS**

Commissioner VanderWal attend the GF&P game feed at the BCOAC, the Annual Township and Weed Board meeting, and the City of Brookings solid waste management meeting. VanderWal noted that he will not be able to attend the April 11<sup>th</sup> Equalization Board meeting.

Commissioner Bartley attended a pipeline safety meeting, the Annual Township and Weed Board meeting and a BEDC meeting.

Commissioner Jensen attended a pipeline safety meeting, the Annual Township and Weed Board meeting, and a Conservation District meeting.



Commissioner Krogman attended a BATA meeting and the Annual Township and Weed Board meeting.

ADJOURNMENT

Motion by Bartley, seconded by VanderWal to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, March 21, 2023 at 8:30 a.m.

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Jenna Byrd  
Finance Specialist  
Brookings County

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