

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, MARCH 8, 2022**

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 8, 2022, with the following members present: Angie Boersma, Ryan Krogman, Lee Ann Pierce, Larry Jensen and Michael Bartley.

### **CALL TO ORDER**

Chairperson Boersma 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 March 8, 2022, Commission Meeting. All members voted "aye." Motion carried.

### **CONSENT AGENDA ITEMS**

Motion by Jensen, seconded by Bartley to approve the consent agenda items as amended. Commission Department Director Stacy Steffensen said there was a typo in Robert Hill's travel request. She said he is attending the NACo Western Interstate Region Conference from May 16<sup>th</sup> - 21<sup>st</sup>. Steffensen said another correction needs to be made under the personnel action notices. She said Travis Terwey was a full-time correctional officer and not a part-time correctional officer. Steffensen asked the board for permission to start advertising for a full-time correctional officer.

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

The consent agenda items consisted of the minutes from the February 22, 2022, Commission Meeting.

Travel Requests: Kristen Witchey to attend the 2022 SoDak SHRM Conference on May 4<sup>th</sup>-6<sup>th</sup> in Watertown; Robert Hill to attend the NACo Western Interstate Region Conference on May 16<sup>th</sup>-21<sup>st</sup> in Anchorage, AK; Jeremy Kriese to attend an Adolescent Mental Health Training on June 27<sup>th</sup>-28<sup>th</sup> in Sioux Falls.

Personnel Action Notices: new hire- Part-time Correctional Officer Katie Neuhaus at \$19.45, effective February 16, 2022; new hire- Part-time Correctional Officer Ethan Heitkamp at \$19.45, effective February 25, 2022; annual review- Christine Kreutner to \$22.93, effective March 1, 2022; annual review- Lisa Waltermann, effective March 1, 2022; new hire- Temporary Deputy Sheriff Kurt Pickard at \$25.98, effective March 7, 2022; voluntary resignation- Travis Terwey, effective March 18, 2022; annual review- Jennifer Beller to \$27.03, effective April 1, 2022; annual review- Jenna

Byrd to \$23.39, effective April 1, 2022; annual review- Kim Laabs to \$20.24, effective April 1, 2022; annual review- Kristen Witchey to \$30.65, effective April 1, 2022.

Cellular Authorization- Jenna Byrd- High Usage at \$45/month.

Human Services Report- case #22-040 for medical was denied; case #22-061 for rent was denied; case #22-062 for mental health was denied; case #22-063 for utilities was approved; case #22-064 for burial was approved.

## **ROUTINE BUSINESS**

### ***Approval of Claims***

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

A&B Business Inc, Copier Contract, \$714.96; Allegra Print & Imaging, Laminating Election Posters, \$178.54; AMP Electric Construction, Front Lobby Light Repairs, \$105.02; Apple Grove Investments, Tax Certificate, \$1,526.25; Aragon, Antonio, Translation Services, \$25.00; AT&T Mobility, Monthly Charges, \$400.40; Aurora Auto Body & Glass, Filter & Labor, \$75.28; Axon Enterprise Inc, Year 4 Payment, \$13,932.00; Banner Associates, Volga Samara Ave Reconstruction, Design, \$14,211.00; Bartley, Michael, Device Stipend, Washington Trip, \$3,457.88; Bauer, Tim, Weed & Pest Conference, \$9.24; Birch River LLC, Tax Certificates, \$1,927.72; Boarman Kroos Vogel Group, Det Center Exp Prof Services, \$4,640.00; Box, Inc, Business Plus Account Licenses, \$249.92; Brookings Auto Mall Inc, Patrol Vehicle Maint, \$69.11; Brookings County Finance, Title, Plate, Registration, \$21.20; Brookings Register, Subscription Renewal, \$355.78; Capital One, Capital One Monthly Fees, \$252.75; Century Business Products, Copier Contract, \$73.41; Century Link, Monthly Charges, \$29.78; City Of Brookings, Gov Center Shared Costs, \$8,893.59; Compass Counseling & Ass, Psychosexual Assessment, \$3,600.00; Convergint Technologies, Annual Safe Insp, \$253.07; Crossroads Hotel & Huron, Hotel For Weed & Pest Conf, \$539.94; Ecolab Pest Elimination, Monthly Pest Service, \$160.00; Eidsness Funeral Home, COP Burial, \$3,000.00; Empire Investments 5 LLC, Tax Certificate, \$849.45; Empire Investments LLC, Tax Certificate, \$1,540.30; ESEind, Inc, Community Nurse System, Jail Security Door Main, \$320.00; Executive Mgmt Finance, January Billing, \$78.75; Fastenal Company, Filters For Courthouse, \$236.11; Fite, Pierce & Ronning, Court Appointed Attorney, \$2,626.80; Foerster Distributing, Items For Courthouse, \$133.50; Foerster Distributing, Jail Supplies, Janitor Supplies, \$368.50; Forrest Holdings Inc, Tax Certificates, \$757.98; Jennifer Goldammer, Court Appointed Attorney, \$2,567.40; Gullickson, Dwight, Overpayment On County Lien, \$3.00; Richard Haugen, Flood Fight Operations, \$28.00; Henry Carlson Company, Jail Expansion & Remodel Proj, \$260,900.00; Hill, Robert, Naco Conference, \$2,591.93; Tim Hogan, Court Appointed Attorney, \$1,204.76; Hy-Vee Food Store, Jury Meals/Refreshments, Kinco Thermal Grip Gloves, \$31.85; Stacia Jackson, Court Appointed Attorney, \$2,376.00; Katterhagen, Mark, Inv MI Hearing, \$22.50; Kibble Equipment LLC, Parts, \$34.72; Kimball Midwest, Shop, \$221.40; Krogman, Ryan, Device Stipend, \$500.00; L.G. Everist Inc, Pea Rock, Icing Sand, \$3,456.14; Lewno, Lucy, Inv MI Hearing, \$191.53; Lincoln County Auditor, Mental Illness Expenses, \$3,588.96; Darcy Lockwood, Inv MI Hearing, \$22.50; M&T Fire & Safety Inc, Honda Pump Parts/Labor, \$746.50; Mack, Sonia, Mileage, \$231.84; Reed T Mahlke, Court Appointed Attorney, \$1,942.60; Donald Mccarty, Court Appointed Attorney, \$1,356.30; Midwest Fresh Catering, Cookies, Coffee, \$210.50; National 4-H Council - Supply Service, Programming Materials &

Awards, \$331.60; National Test Systems, UA Kits, \$2,425.00; Nancy J Nelson, Court Appointed Attorney, \$2,548.23; Teree A Nesvold, Court Appointed Attorney, \$2,577.15; North American Banking, Postage Machine Rental, \$360.00; Northwestern Energy, COP Utilities, Natural Gas Usage, \$5,517.98; Office Peeps Inc, Ink Stamps, Paper, Tape, Postits, Organize, Legal Pads, Banker Storage Box, Highlighters, Tabs, Flags, Deputy Supplies, Toner, \$584.06; Outlaw Graphics, Decal Removal, \$37.50; Pitney Bowes Global Finance, SendPro Rental Charge, \$303.18; Prochem Dynamics LLC, Jail Supplies, \$2,798.22; Ramkota Hotel, Rooms, \$192.00; Razors Edge Grounds Keeping, Jan Courthouse Grounds Maint, \$2,425.00; RNC Service Center, Patrol Vehicle Maint, \$50.00; Running's Supply Inc, Items For Courthouse, \$5.99; Ryde Investment Group LLC, Tax Certificate, \$8,154.25; Safe-N-Secure, NVR Camera System, Ink Ribbon, \$8,733.71; Safety Restraint Chair, New Restraint Chair, \$3,263.00; SD Dept Of Transportation, Progress Billing, \$76,459.54; SDACC, Annual Clerp Payment, \$3,551.00; Secretary Of State, Notary Renewals, \$60.00; Sioux Valley Cleaners Inc, Feb Janitorial For WIC, \$442.00; Southpaw Defense, Rifle Class/Renewal Class, \$315.00; Strobes N More, Patrol Vehicle Equipment, \$5,423.30; Anthony Teesdale, Court Appointed Attorney, \$6,384.25; Trane Us Inc, Electric Heater In Gf&P, \$566.00; Trinity Services Group, LLC, Inmate Meal Services, \$7,035.21; Tyler Technologies, Document Pro Support, \$6,174.66; Uline, IBC Spill Containment, \$1,389.45; Verizon Wireless, Monthly Charges, \$120.03; Walburg, Duane, Animal Control Mileage, \$177.24; Wells Fargo, Wells Fargo, \$3,029.10; Brian Zielinski, Court Appointed Attorney, \$2,325.57.

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

Community Health Nurse Jen Burns introduced RN Kim Kinner who replaced RN Karen Larsen. Burns presented the 2021 bi-annual statistics. Pierce asked Burns if there are any building issues the board needs to be aware. Burns said they've added sound machines to their offices to block out the communication in the next room. She said the walls are very thin.

Commission Department Director Stacy Steffensen said Highway Superintendent Brian Gustad could not be at the meeting but submitted a report. Steffensen said the county received two bridge improvement grants for structures 06-150-215 and 06-320-118.

BCOAC Director Dustin Huber updated the board on attendance and events being held and the facility. Huber said they will be hiring two interns funded by Game, Fish and Parks for four months.

Huber presented drawings for the new door into the gun range.

Sheriff Marty Stanwick said the department has been busy. He said there are 33 inmates in jail and 63 individuals participating in the 24/7 program. Stanwick said right now, the county only has one inmate housing contract and that's with Moody County.

Stanwick said there's still some miscommunications with other agencies regarding juveniles. He said just because he has a juvenile cell doesn't mean he's going to hold the juvenile in there for a period of time. He said they can only hold a juvenile without a crime for four hours.

Stanwick said he signed up for a Spring Job Fair with Brookings Radio.

Stanwick said he ordered two Dodge Durango's last fall, but they cancelled the order because of a microchip issue, so they ordered a couple of Ford Explorers.

Director of Equalization Jacob Brehmer said the 2022 assessment notices have been sent out.

## **REGULAR BUSINESS**

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-27: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Argo Township.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Bartley to approve and authorize Chairperson Boersma to sign Agreement #22-28: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Argo Township.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-29: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Argo Township.

All members voted "aye." Motion carried.

Motion by Pierce, seconded by Jensen to approve Abatement #22-26: an abatement application made by NE Hanson, LLC for parcel #04000-11049-202-00 in the amount of \$302.39. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Bartley, seconded by Jensen to approve Abatement #22-27: an abatement application made by Sunchase LTD for parcel #40330-00700-000-02 in the amount of \$7,571.32. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Krogman, seconded by Jensen to approve Abatement #22-28: an abatement application made by John H. Mills, Et Ux for parcel #40487-00000-000-00 in the amount of \$119.00. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Jensen, seconded by Bartley to approve Abatement #22-29: an abatement application made by Access Holdings LLC for parcel #21276-10949-062-00 in the amount of \$143.10.

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

Motion by Bartley, seconded by Krogman to approve Abatement #22-30: an abatement application made by RCS Development, Inc. for parcel #40960-10949-062-00 in the amount of \$92.98.

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

Motion by Bartley, seconded by Krogman to approve Abatement #22-32: an abatement application made by Western Estates MHP, LLC for parcel #40970-10949-062-00 in the amount of \$1.75.

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

Motion by Pierce, seconded by Krogman to approve Abatement #22-34: an abatement application made by PMVK Limited for parcel #40960-10950-011-00 in the amount of \$3.92.

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

Motion by Jensen, seconded by Krogman to approve the low bid for structure improvements and guardrail for structure #06-112-080 in the amount of \$733,672.40 to Prahm Construction, Inc. of Slayton, MN. Background information was provided by Colin Zwaschka with Banner Associates.

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

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Erin Thomas with the Boys & Girls Club and Youth Diversion Director Karlee Chapin provided an update on the different diversion programs available for juveniles.

### **REGULAR BUSINESS**

Motion by Jensen, seconded by Krogman to approve Change Order #012 in the amount of \$46,143 for the detention center project. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Bartley, seconded by Krogman to approve a cash transfer in the amount of \$1,050,000 from General Fund 101 to Detention Center Project Fund 304. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Pierce to approve a \$1,500 donation to the Uncle Sam Jam 2022 4<sup>th</sup> of July event.

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

Motion by Krogman, seconded by Bartley to declare coat racks as surplus property to be sold via online auction. All members voted “aye.” Motion carried.

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 Pierce participated in phone calls with the Chamber's lobbyist through the Public Affairs Committee; attended the Domestic Abuse Shelter Board Meeting; attended a Medary Township Drainage Meeting; attended the Legislative Forum; attended a Public Affairs Meeting; attended a Joint Jurisdiction Meeting; and attended the archery finals at the Brookings County Outdoor Adventure Center.

Commissioner Bartley attended an Annual Pre-Audit Meeting with First District; attended a Jail Meeting; and attended a Joint Jurisdiction Meeting.

Commissioner Jensen attended a Jail Meeting; attended a Conservation District Meeting; and attended an Extension Board Meeting.

Commissioner Krogman attended a BATA Meeting and attended a Brookings Health Meeting.

Commissioner Boersma moderated the Legislative Forum.

### **EXECUTIVE SESSION**

Motion by Krogman, seconded by Jensen to enter into Executive Session at 10:00 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations. All members voted "aye." Motion carried.

Motion by Pierce, seconded by Bartley to come out of Executive Session at 11:30 a.m. All members voted "aye." Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Jensen, seconded by Bartley to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, March 22, 2022, at 8:30 a.m.

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Jenna Byrd  
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Brookings County