

# BROOKINGS COUNTY COMMISSION MEETING

## TUESDAY, MARCH 21, 2023

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

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### CITIZEN INVITATION

Brookings City resident Jeanette Gibbons discussed election integrity with the board. Gibbons proposed that the board discuss changing from vote centers to precincts during an upcoming meeting.

### APPROVAL OF AGENDA

Motion by VanderWal, seconded by Bartley to approve the agenda for the March 21, 2023 Commission Meeting. All members voted "aye." Motion carried.

### CONSENT AGENDA

Motion by Hostler, seconded by Bartley 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 March 7, 2023 Commission Meeting.

Travel Requests: Sonia Mack to attend a DASH Mixer on March 25<sup>th</sup> in Watertown.

Personnel Action Notices: annual review- Brendan Holder to \$23.47, effective March 1, 2023; annual review- Lisa Waltermann to \$24.42, effective March 1, 2023; new hire- Deputy Sheriff Alex Luke at \$28.38, effective March 21, 2023; new hire- FT Correctional Officer Donald (DJ) Reker at \$23.01, effective March 28, 2023; annual review- Jennifer Beller to \$30.12, effective April 1, 2023; annual review- Rusty Brandsrud to \$25.67, effective April 1, 2023; annual review- Jenna Byrd to \$26.19, effective April 1, 2023; annual review- Greg Enz to \$29.18, effective April 1, 2023; annual review- Andrew Foreman to \$23.47, effective April 1, 2023; annual review- Ken Gabel to \$25.67, effective April 1, 2023; annual review- Kim Larson to \$22.77, effective April 1, 2023.

### ROUTINE BUSINESS

*Approval of Claims*

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

45 Drives LTD, Storage Server, \$21,100.70; A&B Business Inc, Copier Contract, \$72.93; AED Market, New Aed, \$2,771.00; AgFirst Farmers COOP, Patrol Vehicle Maint/Repairs, \$122.23; Allegra Print & Imaging, Letterhead, Deputy Supplies/Business Cards, \$211.96; Amazon Capital Services, Office Supplies/Membership, Application Technology, \$252.77; Apple Grove Investments LLC, Tax Certificate, \$173.79; Aragon, Antonio, Translation Services, \$50.00; Aragon, Martha A, Translation Services, \$62.50; AT&T Mobility, Nighthawk MIFI Mobile WIFI, \$80.08; Auto Value Parts Stores, Oil Drain Plug, \$2.99; Avera Health dba Avera Education & Staffing Solutions, AED Training, \$525.00; Avera Mckennan Hospital, Mental Health Assistance, \$790.00; Avera Medical Group, Inmate Liable Clinical Visit, \$1,013.48; Axon Enterprise Inc, Evidence.Com Storage, Deputy Equipment/Contract, \$18,493.80; Banner Associates, Design & Bidding, Professional Services, 214th Feasibility/H&H Study, \$19,649.35; Bauer, Tim, Weed & Pest Board, \$11.22; Bob Barker Company, New Jail Supplies/Inmate Equipment, \$3,803.91; Bremmon, Carmen, Interpretation Services, \$550.00; Brock White Company, Lid Switch, \$32.38; Brookings Area Chamber, WILL Luncheon, \$60.00; Brookings Area CPR CTC, CO's CPR Training, \$216.00; Brookings Auto Mall Inc, F Bolster Switch, \$88.90; Brookings City Utilities, Water/Sewer/Tele/Electric, Courthouse/1921 Bldg/Comm Health, Phone Service, Monthly Utilities/Fees, COP Utilities, Water For Truck Shed, BCOAC, \$10,994.52; Brookings County Finance, Replacement Plate For Hwy Dept, \$14.20; Brookings Health System, February Blood Alcohol Testing, Inmate Liable Clinical Visit, \$17,309.52; Brookings Register, Notice To Bidders, Publications, Balance Remaining For NOH, Yearly Subscription, \$842.62; Buhls Of Brookings Cleaners, 3 Rugs, Rug Rental, Jail Janitorial Supplies, \$223.25; Capital One, Office, \$45.06; Carquest Auto, Battery For Em/Windshield Wash, \$1,763.61; Century Business Products, Copier Contract, \$286.28; CHS, Diesel, \$38,857.72; Cintas Corporation, Uniforms, \$275.00; City Of Brookings, Shared Gov Center Costs, Landfill Charges- County, \$14,183.08; City Of White, Water/Sewer/Electric, \$96.36; Cook's Wastepaper & Recycling, Brookings/White, March SingleStreamService, BCOAC/Courthouse Service, Garbage/Waste Utilities, \$749.06; Dakota Data Shred, Paper Shredding Services, \$54.16; Day One Dentures & Implants, Inmate Liable Clinical Visit, \$498.00; Department Of Health, Blood Tests, \$125.00; DMC Wear Parts, Reducer Busing, \$435.00; Dr Mark Bontreger Inc, Psychological Eval/Clinical Interview, \$295.00; Ecolab Pest Elimination, Monthly Pest Service, \$186.75; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$92.75; Empire Investments LLC, Tax Certificate, \$19,387.36; Executive Mgmt Finance Office, Jan 2023 Network, \$52.75; First Bank & Trust, Deputy Debit Cards, \$562.94; Foerster Distributing, Janitor Supplies, Items For Courthouse, Jail Janitorial Supplies, \$442.00; Forrest Holdings Inc, Tax Certificate, \$1,610.53; Galls, Jail Uniform Pants, \$284.99; Brian Gustad, Flight To Nace Conference, \$1,327.76; I State Truck Center, Hose-Wire/Steering Fluid, \$1,538.45; IMEG Corporation, Asphalt Surfacing/Design, \$7,000.00; Info Cubic LLC, Employment Screenings, \$360.00; Interstate Telecom. Coop, Extension Phones, \$393.81; Jarrod's Properties, Tax Certificate, \$2,592.71; Jimmy Johns #926, POD Meals, \$125.80; Kimball Midwest, Shop, \$840.40; Kingbrook Rural Water, Water Sinai, \$36.00; Courtney Kowalski, 24/7 Participation Refund, \$172.00; L&L Auto & Truck Parts, Mini C.B./Impack Socket Set, Jail Vehicle Maint/Repairs, \$84.32; L.G. Everist Inc, Icing Sand, \$3,191.19; Lincoln County Auditor, Mental Illness Expenses, \$650.90; Lowe's, Totes For Old Maps, Shop, Supplies To Patch/Paint Classroom, 10ct Drywall Paper, Proform, \$653.31; Martin Oil Company, Syn 295 & Grease, \$3,538.00; Matheson Tri-Gas Inc, Oxygen, Rental Agreement, \$460.72; Mediacom LLC, March Law Library Int Service, Courthouse WIFI, \$314.33; Microfilm Imaging Systems, Final Scanning Real Estate Rec, \$17,473.00; Midwest Fresh Catering, Coffee, Cookies, Rolls, \$303.38; Mix Dry Cleaners, Deputy Cleaning Costs, \$469.00; Nancy J Nelson,

Court Appointed Attorney, \$1,122.43; NinjaOne, LLC, NinjaRMM, \$6,000.00; Northern Truck Equipment, Cylinder, \$921.10; Northwestern Energy, Truck/Highway Shop, Natural Gas Usage, Heat For Truck Shed, Monthly Utilities/Fees, \$12,820.54; Office Peeps Inc, Scissors, Black Ink Cartridge, Label Tape Return, Paper, Card, Notebooks, \$917.35; Olson, Steve, Weed & Pest Board, \$20.40; Pictometry International, 2nd Payment For 2022 Flyer, \$39,170.00; Prairie Graphics, CO Uniforms, \$143.23; Prochem Dynamics LLC, Jail Janitorial Supplies, \$1,817.57; South Dakota Public Health, Feb Public Health Lab, \$2,415.00; Qualified Presort Service, Printing/Postage 2023 Assessment, Mail Pick Up, \$5,932.18; Razors Edge Grounds Keeping, Ice Melt/Snow Removal, Feb CH Grounds Maintenance, \$4,230.00; RC First Aid, First Aid Refill, \$28.00; RDO Equipment Co, Repair By RDO, Hydraulic Cylinder, \$13,861.15; Reserve Account, Postage, \$1,000.00; RFD Newspapers Inc, Publications, Notice To Bidders, \$1,296.88; Rude's Funeral Home Inc, COP Burial Assistance, \$6,000.00; Running's Supply Inc, Gloves, Janitor Supplies, ADAP, Salt Spreader, Squeegee, Bucket, Jail/Deputy Supplies, Key Copies For Shooting Sport, \$1,143.55; Safe-N-Secure, Alarm System, \$299.88; Safety Restraint Chair Inc, Inmate Restraint Equipment, \$4,054.12; Sanford Health Occupation, New Deputy Pre-Placement Exam, \$105.00; Sanitation Products Inc, Pump, \$2,121.26; Satellite Tracking Of People, GPS Monitoring, \$1,101.75; SD Attorney General's Office, 24/7 Participation, \$3,363.00; SD Dept Of Public Safety, Teletype Bi-Yearly Contract Fee, \$3,090.00; SD Dept Of Transportation, Bridge Scour Analysis, \$11,181.96; SD Law Review, Volume 68 Subscription, \$35.00; SDACC, Overpayment Of Clerp Funds, \$52,986.64; SDACES, SDACES Membership, \$60.00; SDACO, ROD Modernization & Preservation, \$460.00; Sinai Fire Dept, Comm Projects Partial Funding, \$8,559.84; Sioux Valley Energy, Electric, \$207.00; Surat Flooring, Carpet For Entryways, Classroom, \$5,861.57; Thomson Reuters - West, West Information Charges, February Billing Period, \$1,651.98; Town & Country Shopper, Board Meeting, \$367.50; Town Of Sinai, Sewer, \$64.00; Transource, Dipstick/Misc Repair Items, \$1,807.27; Trinity Services Group, Inc, Inmate Meal Services, \$6,862.54; Trittech Software Systems, Prosecution Core Annual Maint, LE Computer System Yearly Cont, \$18,804.43; Tyler Technologies, Document Pro Support, \$6,483.40; UPS Store, Pamphlets, Exchange Cards, \$679.99; Vandenberg Law, Court Appointed Attorney, \$3,042.75; Vander Haag's Inc, Truck Bed For Pickup, \$4,739.46; Faith Vanmeveren, Boot Reimbursement, \$100.00; Varpness Painting, New Jail Remodeling-Painting, \$4,100.00; W.D. Larson Companies, 2005 Sterling Motor Repair, \$22,302.23; Walburg, Duane, Animal Control Mileage, \$106.26; Wheelco Truck & Trailer, Inventory Filters, \$1,189.48; Kristin A Woodall, Transcripts, \$335.75.

### *Department Head Reports*

4-H Youth Program Advisor Sonia Mack presented the 4-H Youth Program Advisor Report. She gave an update on the shooting sports program and other 4-H activities. Mack also said the Brookings County 4-H members will be serving a meal during the Sioux Valley Energy district meeting on March 27<sup>th</sup>.

Mack said there is a winter mixer with seven other counties in Watertown on March 25<sup>th</sup>. Jensen thanked all of the shooting sport volunteers.

Weed & Pest Supervisor Misty Moser said she put a claim in for the 2005 Sterling truck, which is completed and in working order.

County Development Director Robert Hill said as of September 1, 2023 all of the digital radios that go through the state radio channel have to be reprogrammed.

Hill said the Pipeline and Hazardous Materials Safety Administration requested to change the date for their Pipeline Related Safety discussion to May.

Hill presented the current appointments for the Joint Jurisdiction Board of Adjustment.  
Hill said FEMA has some questions on the Bruce shop, courthouse fence and the east shop at the Highway Department.  
Hill discussed upcoming dates.

*Finance Officer's Report*

Finance Officer Lori Schultz presented the Finance Officer's Report for January 2023.

*January 2023*

Total amount of deposits in bank..... \$31,214,177.11  
Total amount of cash: Currency..... \$3,362.00  
Coins..... \$1.01  
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days... \$139,364.11  
Itemized list of all other items..... \$72,704.94  
TOTAL..... \$31,429,609.17

Commission/HR/Veterans: \$39,966.60; Finance Office: \$33,309.37; States Attorney/Welfare: \$49,860.72; Equalization: \$29,087.97; Register of Deeds: \$14,865.30; Sheriff's Office: \$216,628.21; Coroner: \$813.54; Community Health: \$2,680.92; Extension: \$3,142.52; Weed: \$4,700.70; Planning/Zoning: \$9,507.66; Highway: \$95,249.57; Emergency Management: \$6,829.70; BCOAC: \$11,222.05; Technology: \$15,201.71.

AFLAC: \$4,086.70; Aveis: \$1,724.83; Office of Child Support: \$399.00; Delta Dental: \$7,678.54; Flex One: \$2,033.30; Principal Life Insurance: \$1,754.18; Local Teamsters: \$1,311.00; SDRS: \$65,510.98; SDRS Supplemental: \$4,780.00; EFTPS: \$117,286.63; Wellmark: \$118,204.51.

Be it noted, the expenditure adjustments for the month of January 2023 was presented to the board. \$7,198.68 was transferred to the allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of January 2023 in the amount of \$31,341.50 was presented to the board.

*February 2023*

Total amount of deposits of bank..... \$29,951,659.63  
Total amount of cash: Currency..... \$7,055.00  
Coins..... \$2.28  
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...\$111,757.50  
Itemized list of all other items..... \$69,041.98  
TOTAL..... \$30,139,516.39

Commission/HR/Veterans: \$40,854.30; Finance Office: \$33,886.64; States Attorney/Welfare: \$50,712.90; Equalization: \$30,027.18; Register of Deeds: \$15,114.30; Sheriff's Office: \$217,179.46; Coroner: \$813.54; Community Health: \$2,842.13; Extension: \$3,554.82; Weed: \$4,860.70; Planning/Zoning: \$10,432.40; Highway: \$90,483.31; Emergency Management: \$6,829.70; BCOAC: \$12,850.30; Technology: \$15,483.40.

AFLAC: \$4,189.62; Aveis: \$1,711.86; Office of Child Support: \$399.00; Clerk of Courts: \$382.33; Delta Dental: \$7,628.28; Flex One: \$2,033.29; Principal Life Insurance: \$1,713.65; Local

Teamsters: \$1,370.00; SDRS: \$65,461.24; SDRS Supplemental: \$4,780.00; EFTPS: \$118,467.77; Wellmark: \$118,474.76.

Be it noted, the expenditure adjustments for the month of February 2023 were presented to the board. \$5,768.63 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of February in the amount of \$26,963.50 was presented to the board.

Finance Officer Lori Schultz presented the yearly Investment Policy transfers.

## **REGULAR BUSINESS**

Motion by Bartley, seconded by Hostler to approve and authorize Vice-Chairperson Jensen to sign Resolution #23-15: a resolution for the establishment of certain motor vehicle fees. Background information was provided by Finance Officer Lori Schultz.

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

### **RESOLUTION #23-15 FOR THE ESTABLISHMENT OF CERTAIN MOTOR VEHICLE FEES**

WHEREAS, the Finance Office handles many motor vehicle title and registration transactions through the mail. These transactions are more time consuming and result in higher administrative expenses and allocation of staff time for the Finance Office; and

WHEREAS, SDCL 32-3-18.1 allows counties to charge an administrative fee for applications for title, interstate title and initial registrations completed entirely by mail; and

WHEREAS, SDCL 32-3A-2(5) allows South Dakota residents and non-resident applications to title large boats entirely by mail; and

WHEREAS, SDCL 32-3A-21.1 allows counties to charge an administrative fee for applications to title large boats, as defined by South Dakota law, completed entirely by mail; and

WHEREAS, SDCL 32-3A-4 requires residents and non-residents to register boats requiring numbering by the State of South Dakota; and

WHEREAS, initial registration of boats completed entirely by mail as time consuming as the title process for large boats or motor vehicles; and

WHEREAS, pursuant to SDCL 7-5-20(7), the Brookings County Commission is empowered with the responsibility to superintend the fiscal concerns of the county and secure their management in the best possible manner.

THEREFORE, BE IT RESOLVED that the Finance Office of Brookings County may charge as they deem necessary, a \$25 per title processing fee for any title, interstate title or initial registration application that is received and processed by mail. The \$25 fee is deposited in the same general ledger account as the current mailing fee is received into and not remitted to the State of South Dakota. No tax or penalty will be

assessed on this fee. Mailing fees for all motor vehicle work may be subject to increase to comply with the fees of the Division of Motor Vehicles of the State of South Dakota.

Approved this 21<sup>st</sup> day of March, 2023.

Larry Jensen  
Vice-Chairperson  
Brookings County

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County Finance Office

Motion by Hostler, seconded by VanderWal to approve and authorize Vice-Chairperson Jensen to sign Agreement #23-20: 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 VanderWal, seconded by Bartley to approve and authorize Vice-Chairperson Jensen to sign Agreement #23-21: 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 VanderWal, seconded by Hostler to approve and authorize Vice-Chairperson Jensen to sign Agreement #23-22: a State of South Dakota Department of Transportation Joint Powers Agreement for Pocket Gopher Baiting Services. Background information was provided by Weed & Pest Supervisor Misty Moser.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Bartley to declare asset #79265, an 8-drawer card file to be sold via Public Surplus. Background information was provided by Finance Specialist Jenna Byrd.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the Veteran Service Officer attended two outreach events; had 43 appointments and attended two conferences.

Steffensen discussed upcoming dates.

States Attorney Nelson Dan Nelson had nothing to report.

#### COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended the Brookings City Construction Update and attended the 10-County Meeting.

Commissioner Bartley attended the Brookings City Construction Update; attended the 10-County Meeting and attended a Brookings Behavioral Health & Wellness Meeting.

Commissioner Hostler attended the 10-County meeting.

Commissioner Krogman had nothing to report.

Commissioner Jensen attended the Brookings City Construction Update; attended the 10-County Meeting and attended a kick-off meeting for the I-29 Overpass.

### EXECUTIVE SESSION

Motion by VanderWal, seconded by Hostler to enter into Executive Session at 9:13 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 10:56 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, April 4, 2023 at 8:30 a.m.

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.

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Jenna Byrd  
Finance Specialist  
Brookings County

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