

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, MAY 2, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, May 2, 2023 with the following members present: Ryan Krogman, Larry Jensen, Michael Bartley and Shawn Hostler. Kelly VanderWal 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.

CITIZEN INVITATION

City of Brookings resident Jeanette Gibbons discussed election integrity.

Elkton resident Rick Weible discussed election integrity. Weible demonstrated to the board his ability to hack into a computer.

APPROVAL OF AGENDA

Motion by Bartley, seconded by Hostler to approve the agenda for the May 2, 2023 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(6) for security was added to the Executive Session.

CONSENT AGENDA ITEMS

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

The consent agenda consisted of the minutes from the April 18, 2023 Commission Meeting.

Travel Requests: Misty Moser to attend Van Diest Supply Mosquito Workshop 2023 on April 20th in Mitchell; Lori Schultz, Jennifer Beller and Jenna Byrd to attend Spring Workshop on May 16th-18th in Pierre; Brian Gustad and Abby Keith to attend SDACHS 2023 Workshop on April 24th in Pierre; Jacob Brehmer, Rusty Brandsrud, Ken Gabel and Jack Thompson to attend SDAAO Annual Conference on June 13th-16th in Sioux Falls; Jacob Brehmer to attend Aumentum Technologies Amplify Conference on September 16th - 20th in Nashville, TN.

Personnel Action Notices: annual review- Craig Chapman to \$28.61, effective April 1, 2023; new hire- PT Correctional Officer Jared James at \$23.01, effective April 26, 2023; annual review- Lisa Brutty to \$21.88, effective May 1, 2023; annual review- Hannah Evans to \$23.47, effective May 1, 2023; annual review- Colby Gatzke to \$19.01, effective May 1, 2023; annual review- James Gay to \$24.42, effective May 1, 2023; annual review- Leah Hendrickson to \$23.94, effective May 1,

2023; annual review- Jeremy Kriese to \$34.60, effective May 1, 2023; annual review- Angie Maher to \$20.81, effective May 1, 2023; annual review- Jessica McDermott to \$24.42, effective May 1, 2023; annual review- Randy Miller to \$22.32, effective May 1, 2023; annual review- Scott Sebring to \$93,348.00/year, effective May 1, 2023; annual review- Faith VanMeveren to \$24.42, effective May 1, 2023; voluntary resignation- Heather Murfield, effective May 5, 2023; voluntary resignation- Reid Cummings, effective May 8, 2023; new hire- Veterans Service Assistant Matt Pillar at \$20.00, effective May 8, 2023; voluntary resignation- Marci Gebers, effective May 10, 2023; voluntary resignation- Mikala Fischer, effective May 17, 2023.

Cellular Authorizations: Matthew Fee- Basic Usage at \$30/month; Ethan Heitkamp- Basic Usage at \$30/month; Alexander Luke- Basic Usage at \$30/month; Misty Moser- Department Head Level at \$105/month; Shawn Plowman- IT Administrator Level at \$105/month.

Human Services Report: case #23-023 for utilities was approved; case #23-024 for emergency shelter/rent was approved; case #23-025 for mental health was approved; case #23-026 for mental health was approved; case #23-027 for mental health was approved; case #23-028 for mental health was approved.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract, \$876.96; AgFirst Farmers COOP, Patrol Vehicle Maint/Repairs, Propane For Crack Machine, \$132.27; Airgas USA LLC, Safety Glasses, \$326.07; Allegra Print & Imaging, Deputy Business Cards, \$244.50; Amazon Capital Services, Front Office/Deputy Supplies, \$624.64; AMP Electric Construction, Remove Courthouse Exit Light, \$76.53; Aragon, Antonio, Translation Services, \$50.00; Aragon, Martha A, Translation Services, \$50.00; Avera Mckennan Hospital, Mental Health Hold, \$3,116.00; Axon Enterprise Inc, Jail, \$7,797.10; B&B Auto Service, Patrol Vehicle Maint/Repairs, \$55.70; Banner Associates, Design&Budding Services/Feasability, \$16,093.75; Brehmer, Jacob, Aumentum Conference Reimbursement, \$2,100.00; Brookings Area Transit, Veteran VA Rides, \$130.00; Brookings City Utilities, COP Utilities, \$417.07; Brookings Monument, Courthouse Vet Memorial Repair, \$840.00; Brookings Property Management, COP Rent, \$695.00; Brookings Register, Publications, \$83.04; Capital One, GV COL 96ct, Prints, Card Reel, \$165.82; Center For Internet Security, Antivirus, \$6,600.00; Century Business Products, Copier Contract, \$672.10; Child's Voice, Expert Witness Fees, \$574.93; CHS, Diesel, \$50,268.93; City Of Brookings, Shared Gov Center Costs, Replace Locks On Volga Repeater, E-911 Money From State, 20th St Interchange Project, \$98,431.29; Cook's Wastepaper & Recycling, White/Brookings, \$211.80; Cramer, Mandi, Victim Witness Subcommittee, \$114.00; Dell Marketing Lp, Computer, \$2,316.09; Den-Wil Inc, May Community Health Rent, \$960.00; Ecolab Pest Elimination, Monthly Pest Service, Pest Control, \$274.62; Eidsness Funeral Home, Coroner Calls, \$610.00; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$1,919.86; First District Association, FY23 3rd Quarter Dues, \$12,431.25; Forrest Holdings Inc, Tax Certificates, \$11,681.55; Freedom Custom, Window Tint, \$200.00; Jennifer Goldammer, Court Appointed Attorney, \$10,330.55; Grainger, Trash Bags, \$169.66; Richard Haugen, Floodplain Management/SD OEM, \$68.00; Hireclick - Keloland Employment, Job Listings, \$259.00; Hy-Vee Food Store, Jury Meals/Refreshments, Flowers-Moser Funeral, Past Due Amount/Finance Charge, \$147.59; Stacia Jackson, Court Appointed

Attorney, \$6,388.26; Jensen, Larry, Spring Workshop, \$52.00; Johnson Controls, AHU Air Compressor At CH, \$413.71; L. G. Everist, Inc, Quartzite, \$814.20; Locators & Supplies, Shirts/Lath, \$498.60; Mack, Sonia, Mileage For Jan-Apr, Meals, Registration, \$488.83; Jessica McDermott, Boot Reimbursement, \$122.48; McGrath North Mullin & Kratz Pc LLO, Professional Services Thru 3/31/23, \$1,190.00; Mid-States Organized Crime Info Center, Membership Fees, \$150.00; National Safety Council, Membership Renewal, \$549.00; National Sheriff's Association, NSA Membership Dues, \$142.00; Nancy J Nelson, Court Appointed Attorney, \$1,122.43; Northwestern Energy, Natural Gas Usage, Highway/Truck Shop, \$1,741.02; Office Peeps Inc, Dividers, Pens, Postits, Tape, Toner, Printer Paper, Magazine Holder, \$372.22; Parmely, Ronny, Mileage For Extension Meeting, \$14.28; Pennington County Jail, Inmate Transport Services, \$138.41; Pitney Bowes, Postage Machine Rental, \$114.00; Prochem Dynamics LLC, Jail Janitorial Supplies, \$678.45; Ramkota Hotel, SSACC Spring Workshop, \$578.00; Razors Edge Grounds Keeping, March CH Grounds Maintenance, Ice Melt & Sand & Snow Removal, \$5,940.00; Rc First Aid, Inmate First Aid Box, \$92.50; RFD Newspapers Inc, Publications, \$134.40; Robby's Auto Shop, Patrol Vehicle Maint/Repairs, \$858.26; Sanford Health, Coroner Costs, \$2,100.00; SDACO, 2023 Spring Workshop, \$600.00; Sonshine Inn, COP Shelter, \$531.00; Southpaw Defense, Enhanced Class, \$382.50; Steffensen, Stacy, Spring Workshop, \$52.00; Laura Stern, Mileage For Extension Meeting, \$10.71; Trinity Services Group, Inc, Inmate Meal Services, \$10,459.37; Susan Vanderwal, Mileage For Extension Meeting, \$15.30; Verizon Wireless, Monthly Utilities/Fees, \$442.09; Verizon Wireless, Monthly Charges, \$187.18; Walburg, Duane, Animal Control Mileage, \$21.00; Wells Fargo, Wells Fargo, \$2,166.91; Kristin A Woodall, Revised Transcripts Invoice, \$80.35; WW Tire Service Inc, Patrol Vehicle Maint/Repairs, \$691.60; Brian Zielinski, Court Appointed Attorney, \$609.31.

Department Head Reports

Highway Superintendent Brian Gustad said the department has started their summer hours, which are 7:00 a.m. to 5:30 p.m. Monday through Thursday. Gustad updated the board on crack-sealing projects. He said they've been very busy with that.

Gustad said seasonal load limits have been removed from all county primary posted roads. Gustad updated the board on construction projects.

Sheriff Marty Stanwick updated the board on the number of inmates in jail. Stanwick said there are 103 individuals participating in the 24/7 program. Stanwick said they've negotiated a contract with the U.S. Marshall Service. He said they are willing to pay \$95/day and \$30/hour for transporting inmates.

Stanwick discussed the intersection of 459th avenue and 204th street. He said they could put up the spinning reflective markers above the stop signs. Krogman said he'd like to know by the next meeting of other intersections that need reflectors so they can order in bulk.

County Development Director Robert Hill said right now we are under a red flag warning so burning anything is not recommended.

Hill updated the board on upcoming dates.

REGULAR BUSINESS

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-26: an Election Agreement between the City of Brookings, Brookings School

District and Brookings County. Background information was provided by Senior Finance Specialist Jenna Byrd and Commissioner Krogman.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Bartley to approve the following Retail (on & off sale) Malt Beverage & SD Farm Wine license renewals effective July 1, 2023 through June 30, 2024:

Brookings County Club; Cuzbins, LLC; Good Roots Farm & Gardens; K&K Enterprises/The Corner Gas & Goodies; Skyview Junction, LLC; SVK Properties, LLC (Midway Camp); and Wagon Wheel Resort, LLC.

Background information was provided by Finance Specialist Jenna Byrd.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to approve a John Deere Investments Proposal Quote for a 2023 John Deere 744P Loader. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Bartley, seconded by Hostler to authorize the South Dakota Department of Legislative Audit to conduct a combined audit for fiscal years 2021 and 2022. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve bi-annual audits conducted by the SD Department of Legislative Audit. Background information was provided by Commission Department Director Stacy Steffensen.

Krogman said he doesn’t know if it’s a concern or not but if there is a mistake, they’d have to wait two years to correct it. Krogman said he thinks it’s good practice to have that audit every year but said he’s not stuck on it either. Hostler asked if other counties have audits on a bi-annual basis. Steffensen said there are quite a few other counties who have audits on a bi-annual basis. Krogman said they are coming to do the two-year audit now and suggest they wait and see how that audit turns out before making any decisions.

Motion by Bartley, seconded by Hostler to table. All members voted “aye.” Motion carried.

The board discussed providing additional funding for the Samara Avenue Reconstruction Project. Commissioner Jensen said after their last meeting, issues arose, and some new information was shared. Jensen said according to Banner Associates, they should get their commitments written out within agreements. Jensen said there should be an agreement for roadway maintenance, sidewalk, curb and gutter, storm sewer, and the railroad. Jensen said they are at a standstill right now but will have another meeting in the near future.

Jensen recommended the board wait to make any recommendations on financing the project.

Motion by Hostler, seconded by Jensen to declare a Hotpoint refrigerator; two (2) oak chairs; five (5) bathroom mirrors; two (2) light fixtures; courthouse directory; pressed wood desk; Office Systems Inc Paper shredder; two (2) Shaw-Walker 5-drawer file cabinets; green 4-drawer file cabinet; green 4-drawer Corrian file cabinet; tan 5-drawer file cabinet; two (2) green General Fireproofing Co. 3-drawer file cabinets; green 3-drawer file cabinet; gray 4-drawer file cabinet;

teal 2-drawer Hon file cabinet; green 3-drawer file cabinet; light green 3-drawer file cabinet; green and 4-drawer file cabinet; tan 4-drawer Master Filer file cabinet; green 5-drawer Shaw-Walker file cabinet; brown Steel Master mini-drawer file cabinet; green 2-drawer Corrian file cabinet; tan 5-drawer file cabinet; green 3-drawer GF file cabinet; green 3-drawer All Steel file cabinet; green 3-drawer Mid-B-Co file cabinet; green 4-drawer Art Metal file cabinet; green 4-drawer Shaw-Walker file cabinet; Green 3-drawer All Steel file cabinet; Three (3) Green SuperFiler 5-drawer file cabinets; green 3-drawer All Steel file cabinet; three (3) green 3-drawer file cabinets as surplus property to sell via online auction or dispose of. Background information was provided by Finance Specialist Jenna Byrd. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to authorize Sheriff Marty Stanwick to apply for a Highway Safety Grant. Background information was provided by Sheriff Marty Stanwick.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Jensen to approve a request to fill vacancy for a Courtroom Sheriff’s Deputy. Background information as provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve a request from James Smith to conduct a fireworks display for a wedding at Good Roots Farm & Gardens, 3712 Medary Ave., Brookings, on Saturday, May 13th at 9:30 p.m. contingent on approval from Sheriff Marty Stanwick or the fire chief.

All members voted “aye.” Motion carried.

Commissioner Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said she attended the SDACC Spring Workshop in Pierre and attended meetings with Banner Associates for Samara Avenue and 214th Street.

Steffensen said she’s been working with HR Generalist Kristen Witchey on 2024 wages and benefits.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Bartley attended the SDACC Spring Workshop in Pierre and attended the BEDC Board Meeting.

Commissioner Jensen attended an Extension Board Meeting; attended the SDACC Spring Workshop in Pierre; attended the Samara Avenue Meeting; and attended a meeting on 214th Street.

Commissioner Hostler attended the SDACC Spring Workshop in Pierre; attended the Brookings/Moody Lincoln Day Dinner; attended the BEDC Meeting; and attended a Domestic Abuse Shelter Meeting.

Commissioner Krogman attended an Election Meeting with the City of Brookings and Brookings School District; attended a Brookings County Housing Meeting; and attended a Hospital Board Meeting.

EXECUTIVE SESSION

Motion by Jensen, seconded by Hostler to enter into Executive Session at 9:38 a.m., in accordance with SDCL 1-25-2(1)(4)(6), personnel, contract negotiations and security. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to come out of Executive Session at 10:57 a.m. All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Krogman to sign a request to fill vacancy for a Human Services Assistant in the State’s Attorney Office.

All members voted “aye.” Motion carried.

ADJOURNMENT

Motion by Bartley, seconded by Jensen to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, May 16, 2023 at 8:30 a.m.

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Jenna Byrd
Finance Specialist
Brookings County

Published once at the approximate cost of_____.