

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, MAY 16, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, May 16, 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 Bartley, seconded by VanderWal to approve the agenda for the May 16, 2023 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by VanderWal, seconded by Hostler 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 May 2, 2023 Commission Meeting.

Travel Requests: Dan Nelson, Ben Kleinjan, and Austin Oxner to attend a States Attorney Conference on May 2nd-May 5th in Deadwood; Robert Hill to attend the South Dakota Statewide Points of Dispensing Annual Conference in Oacoma, SD; Sonia Mack to attend a 4-H Advisors Collaboration on May 17th in Watertown; Sonia Mack to attend a 4-H Camp on June 5th - 7th in Lake Poinsett; Kim Huber and Kirk Wiles to attend a Hillyard Custodial Seminar on June 8th in Brookings; Sonia Mack to attend Deuel County Special Foods Contest on July 13th in Clear Lake; Sonia Mack to attend the State Horse Show on July 23rd-26th in Ft. Pierre; Kristen Witchey, Stacy Steffensen, Lori Schultz, Abby Keith and Alex Berkness to attend the 2023 Risk & Safety Conference on November 1st-2nd in Pierre.

Personnel Action Notices: annual review- Richard Haugen to \$32.60, effective May 1, 2023; voluntary resignation- RuthAnn Holmes, effective May 13, 2023; annual review- Trevor Donbroski to \$23.47, effective June 1, 2023; annual review- Danica Thor to \$24.42, effective June 1, 2023; annual review- Jackson Vander Windt to \$23.94, effective June 1, 2023.

ROUTINE BUSINESS

Approval of Claims

Motion by Jensen, seconded by Hostler 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; \$140.47; AgFirst Farmers Coop; Patrol Vehicle Maint/Repairs; \$26.35; Alphamedia USA LLC; Radio Reminders For Taxes Due; \$240.00; American Stamp & Marking; Digital Name Badge; \$21.17; Apple Grove Investments; Tax Certificates; \$309.74; Assn Of SD County Weed; 2023 Dues; \$200.00; AT&T Mobility; Nighthawk Mifi Mobile WIFI; \$40.04; Aurora Auto Body & Glass; Patrol Vehicle Maint/Repairs; \$261.51; Auto Value Parts Stores; Oscillating Fan/Mini Lamp/Stra; \$205.21; Bauer, Tim; Weed Board Meeting; \$11.22; Beacon Hill Rifle & Pistol Club; Range Membership; \$50.00; Brock White Company; Road Saver; \$32,740.50; Brookings City Utilities; Water/Sewer/Elec/Telephone, Bcoac, Monthly Utilities/Fees, Water For Truck Shed, Courthouse/Lawn Irrigation/CH, Phone Service; \$11,619.35; Brookings Health System; Emergency Room-Sane Kits; \$1,098.00; Brookings Register; Publications; \$987.26; Buhls Of Brookings Cleaning; Rugs; \$187.20; Capital One; Office Supplies/Shop; \$159.55; Carquest Auto; Air Interchange/Oil Filter/U Joint; \$748.76; Century Business Products; Copier Contract; \$495.91; Century Link; Monthly Utilities/Fees; \$157.31; CHS; Diesel; \$13,123.51; Cintas Corporation; Uniforms; \$275.00; City Of Brookings Landfill; Tire Disposal; \$225.00; City Of White; Utilities For White Shop; \$94.67; Cook's Wastepaper & Recycling; Garbage/Waste Utilities, White/Brookings, May SingleStreamService; \$577.05; Creative Printing; Paper Cutting & Perforating; \$153.14; Cummins Sales And Service; Generator Maint; \$415.45; Department Of Revenue, \$407,958.67 East River Electric Power; Move Power Poles For Construction; \$39,950.40; Eidsness Funeral Home; Coroner Costs; \$382.50; Einspahr Auto Plaza; Patrol Vehicle Maint/Repairs; \$84.90; Executive Mgmt Finance; March 2023 BIT; \$52.75; Farm & Home Publishers; FHP Book; \$910.00; First Bank & Trust; Deputy Debit Cards; \$1,932.45; Fite & Pierce Law Office; Court Appointed Attorney; \$17.00; Foerster Distributing; Jail Janitorial Supplies, Janitorial Items For Courthouse; \$466.00; Forrest Holdings Inc; Tax Certificates; \$2,414.46; Freightliner Truck Cent; Brake Cleaner/Freon; \$691.76; Brandon Fronk; ESRI Conference Airfare; \$865.45; Frontier Precision Inc; Frontier Precision Inc; \$756.00; Fulcrum Biometrics Inc; Small Fingerprint Machine; \$749.00; James Gay; Replacement Check; \$10.00; Hillyard/Sioux Falls; Janitorial For CH/Det Center; \$589.02; Houdek Manufacturing; Volga TIF Property Tax Payment; \$22,857.91; Hungerford Chiropractic; Instant Drug Testing; \$70.00; Industrial Machine & Engineering LLC; 1/2 Inch Stainless Round Stock; \$25.00; Info Cubic LLC; Employment Screenings; \$322.95; Interstate Telecom. Coop; Extension Phones; \$383.94; Kimball Midwest; Shop; \$234.70; Kingbrook Rural Water; Water; \$40.80; L&L Auto & Truck Parts; SO/Jail Tools, Jail/Deputy Supplies, Grommet/Ozzy Juice; \$928.03; Val Larson; Inv MI Hearing; \$15.00; Lewis Drug Store; Inmate Lienable Medications; \$2,955.83; Lewno, Lucy; Inv MI Hearing; \$165.10; Locators & Supplies; Jackets; \$66.28; Darcy Lockwood; Inv MI Hearing; \$15.00; Manatron Inc; Marshall & Swift Rate Tables; \$5,133.89; Matheson Tri-Gas Inc; Welding; \$47.65; Mediacom LLC; May Law Library Int Service; \$167.43; Michael Todd & Company; Mesh Flags; \$1,914.38; Midwest Glass; Repair Couthouse Automatic Door; \$139.80; Mix Dry Cleaners; Drycleaning Services; \$225.00; Nancy J Nelson; Court Appointed Attorney; \$679.45; Newegg Business Inc; Monitors/New Computer; \$2,734.68; North American Banking; Postage Machine Rental; \$360.00; Northern Truck Equipment; Nuts; \$173.34; Northwestern Energy; Highway/Truck Shop, Natural Gas Usage, Heat For Truck Shed; \$4,503.11; Office Peeps Inc; Envelope Moistener, Copy Paper, Ink, Batteries, Timeclock, Office Chair/Paper, Ink Cartridge/Coffee Filter; \$1,516.43; Olson, Steve; Weed Board Meeting; \$20.40; Pharmchem Inc; Drug Patch Analysis; \$63.90; Pitney Bowes; Postage Tape Sheets; \$66.39; Prairie Graphics; New Pens; \$605.32; Prochem Dynamics LLC; Jail Janitorial Supplies; \$751.48; South Dakota Public Health; April Blood Tests/Lab Services; \$2,025.00; Qualified Presort Service; Mail Pickup; \$37.20; RDO Equipment Co; Repair Parts/Inventory; \$58,344.56; Donald Reker; Boot

Reimbursement; \$212.95; RFD Newspapers Inc; Publications; \$2,125.58; Robby's Auto Shop; Patrol Vehicle Maint/Repairs; \$505.77; Rude's Funeral Home Inc; Coroner Costs; \$335.00; Running's Supply Inc; Trailer Ball/Cable Tie/Yard Dr, Bird Seed, Hook, Feeder; \$212.31; Satellite Tracking Of People; GPS Monitoring; \$789.75; SD Dept Of Transportation; PCN 06vh 06-17-200; \$30.93; SD Newspaper Service; Job Listings; \$116.70; SD Planners Association; SDPA Annual Conference; \$250.00; SDAAO; Conference Registration; \$940.00; SDACC; SDACHS Workshop; \$200.00; SDACO; ROD Modernization&Preservation; \$588.00; SDSU Extension; 4-H Camp Registration, Temporary Summer Assistants; \$14,985.00; SHI International Corp; Office 365 Subscription; \$29,039.80; Sioux Valley Cleaners Inc; March/April WIC Janitorial; \$902.00; Sioux Valley Energy; Electric; \$208.00; Steffensen, Stacy; Per Diem-SHRM State Conference; \$68.00; Sturdevant's Auto Parts; Battery/Lamp; \$17.97; Thomson Reuters - West; Billing 4/1/23-4/30/23; \$1,259.93; Town & Country Shopper; 3x5 Pocket Gopher Advertisement, April Property Tax Reminders, Advertising For Rummage Sale; \$445.00; Transource; Connection Hose/Pipe/Work Lamp; \$714.77; Trinity Services Group, Inc; Inmate Meal Services; \$6,936.30; Two Way Solutions Inc; Volga Repeater Issues, Quarterly Maintenance Contract; \$1,095.00; Wagner Contracting, LLC; New Sidewalk By Gun Range; \$3,401.03; Walburg, Duane; Animal Control Mileage; \$119.28; Wellmark Blue Cross; Annual Hra/Claims Processing Fee, Cobra Admin Service Fees; \$6,190.00; Wheelco Truck & Trailer; Air Spring; \$180.90; Witchey, Kristen; Per Diem/Mileage To Yankton; \$204.68; Kristin A Woodall; Transcripts; \$525.75; WW Tire Service Inc; O Rings Shop; \$119.70.

Department Heads Reports

BCOAC Director Dustin Huber updated the board on attendance and events held at the facility.

Huber discussed adding office space for Game, Fish & Parks, which would also include more storage for 4-H. Huber said GF&P would like an additional 180 square feet of office space. He said he does not have it in his budget for this year, but GF&P is willing to pay half of the cost up to \$25,000. Jensen said his recommendation would be to move forward with the project. By consensus, the board agreed to move forward with the project.

County Development Director Robert Hill said he attended a Brookings County Big Sioux River Diversion Meeting. Hill thanked the Sherriff's Office for getting footage of the area with the drone. He said he would pass along the footage for the board to review.

Hill said he was contacted by the City of Aurora about their severe weather warning siren. Hill said the siren was on top of the former City Hall building; but the building has since been torn down. He said the city would like to mount the siren to a pole, and they are wondering if there was any assistance the county would provide. Hill said typically the county will pay for 1/3 of the cost of sirens.

By consensus, the board agreed to assist the City of Aurora with the cost of installing a severe weather warning siren.

Highway Superintendent Brian Gustad updated the board on what his crew has been up to. Gustad said they will be closing down County Road 6 beginning May 18, 2023 for the Bruce bridge rehabilitation project.

Sheriff Marty Stanwick said there are 31 inmates in jail and 110 individuals participating in the 24/7 program. Stanwick said his Courtroom Deputy resigned and he will be moving a Deputy

Sheriff into that position. Stanwick asked the board if he could start advertising to hire a Deputy Sheriff. By consensus, the board gave Stanwick approval to start advertising for a Deputy Sheriff.

Weed & Pest Supervisor Misty Moser updated the board on the “Good, Bad & Similar Looking” plant tour coming up on Thursday, June 15th.

Finance Officer’s Report

The Finance Officer’s Report was presented for the month of April 2023.

April 2023

<i>Total amount of deposits in bank.....</i>	<i>\$48,514,741.97</i>
<i>Total amount of cash: Currency.....</i>	<i>\$19,271.00</i>
<i>Coins.....</i>	<i>\$2.04</i>
<i>Total amount of checks/drafts in Treasurer’s possession not exceeding 3 days.....</i>	<i>\$2,708,568.96</i>
<i>Itemized list of all other items.....</i>	<i>\$73,711.43</i>
<i>TOTAL.....</i>	<i>\$51,316,295.40</i>

AFLAC: \$4,357.54; Aveis: \$1,765.17; Office of Child Support: \$399.00; Delta Dental: \$7,833.44; Flex One: \$2,033.29; Principal Life Insurance: \$1,712.74; Local Teamsters: \$1,370.00; SDRS: \$67,184.34; SDRS Supplemental: \$6,049.00; EFTPS: \$121,774.92; Wellmark: \$120,368.08.

Commission/HR/Veterans: \$40,649.17; Finance Office: \$34,068.78; States Attorney/Welfare: \$50,646.94; Equalization: \$30,255.16; Register of Deeds: \$15,114.30; Sheriff’s Office: \$226,334.51; Coroner: \$813.54; Community Health: \$2,895.75; Extension: \$3,482.00; Weed: \$4,700.70; Planning/Zoning: \$11,217.22; Highway: \$94,191.20; Emergency Management: \$6,834.70; BCOAC: \$13,520.15; Technology: \$15,533.16.

Be it noted, the expenditure adjustments for the month of April 2023 were presented to the board. \$5,157.40 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 April 2023 in the amount of \$22,789.50 was presented to the board.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 A.M., James Dahl was present to discuss restoring the Fountain Cemetery for an Eagle Scout project. Dahl said the cemetery is completely overgrown and abandoned. He said it was previously taken care of by a Boy Scout troop, however, the folks who took care of it moved away.

Dahl said he would like help from the Aurora Fire Department to coordinate a controlled grass fire to clear the area of dead underbrush and overgrown grass. Dahl said the road is a minimum maintenance road in Aurora Township so they would need help grading that road.

Dahl asked the board for permission to undertake the project; to grade 477th Avenue from County Road 46 to the entrance of the cemetery; and to replace the gate at the entrance.

Jensen said he thinks it’s a great project and will be great once it’s all done. VanderWal thanked Dahl for taking on this project.

Dahl said phase two would involve constructing a place name sign at the entrance.

Motion by Hostler, seconded by Jensen to approve the county's participation with replacing the gate, grading 477th Avenue from County Road 46 to the cemetery entrance and provide signage at the road and cemetery. All members voted "aye." Motion carried.

REGULAR BUSINESS

Motion by VanderWal, seconded by Jensen to approve and authorize Chairperson Krogman to sign Resolution #23-20: a Resolution Approving Annexation of Territories by the City of Brookings. Background information was provided by Brookings City Planner Ryan Miller.

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

Resolution #23-20 A RESOLUTION APPROVING ANNEXATION OF TERRITORIES BY THE CITY OF BROOKINGS

WHEREAS, the City of Brookings desires to annex the following described properties, to wit:

- Lot 2 of CKS Partners Addition in the Southwest Quarter of Section Twenty (20), Township One Hundred Ten (110) North, Range Forty-Nine (49) West of the 5th P.M., County of Brookings, State of South Dakota; and

WHEREAS, pursuant to SDCL 9-4-5, such annexation is subject to review by the Board of County Commissioners.

THEREFORE, BE IT RESOLVED by the Brookings County Board of County Commissioners, that the annexation of the above described territories by the City of Brookings be and the same is hereby approved.

Dated this 16th day of May 2023.

Ryan Krogman, Chairperson
Brookings County Commission

ATTEST:

Lori Schultz
Brookings County Finance Officer

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-27: an Office of Detention Services Intergovernmental Agreement between Brookings County and U.S. Department of Justice, United States Marshals Service, Prisoner Operations Division. Background information was provided by Sheriff Marty Stanwick.

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

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-28: an Election Services Agreement between Brookings County and Election Systems & Software, LLC. Background information was provided by Finance Officer Lori Schultz.

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

Motion by Bartley, seconded by VanderWal to approve Abatement #23-11: an abatement application made by Charles E Dupraz Trust for parcel #04000-11049-133-00 in the amount of \$142.45. Background information was provided by Director of Equalization Jacob Brehmer. All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Jensen to approve Abatement #23-13: an abatement application made by Brandon Intermill for parcel #15995-00215-007-00 in the amount of \$126.67. Background information was provided by Director of Equalization Jacob Brehmer. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$1,793.15 for the refund from ESRI, Inc. to line 101-4-171-4221. Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by VanderWal to approve a Retail (On & Off Sale) Malt Beverage & SD Farm Wine license renewal for Schade Vineyard, Inc. effective July 1, 2023 through June 30, 2024. Background information was provided by Finance Specialist Jenna Byrd. All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Jensen to declare a file cabinet as surplus property to be transferred to the City of Brookings Parks, Recreation & Forestry Department. Background information was provided by Finance Specialist Jenna Byrd. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve the closure of Broadway Avenue/County Road 23 in Aurora on August 5th at 7:00 a.m. to August 6th at 2:00 a.m. for Pickle Fest Gala Days. Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye,” Motion carried.

SCHEDULED AGENDA ITEM

As scheduled at 9:15 A.M., Sean Quinlan, Community Liaison for Central Region Operations and Standards gave a pipeline safety presentation.

REGULAR BUSINESS

The board discussed intersection mitigation measures. Sheriff Marty Stanwick said Sergeant Manny Langstraat identified ten (10) intersections that could use help to warn people of a stop. Stanwick said three (3) of those go onto state highways, which are maintained by the State.

Motion by Krogman, seconded by VanderWal to allow the Sheriff to purchase fourteen (14) spinning reflective markers and place them on the identified stop signs. All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report and Veteran Service Officer’s Report. Steffensen said she and HR Generalist Kristen Witchey attended an HR Management conference in Yankton.

Steffensen said she attended a city and county department head lunch meeting on Tuesday, May 9th; attended a meeting to discuss the two different Railroad Authorities; attended a highway budget meeting; and attended a Joint Powers Board Meeting.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended a Joint Powers Board Meeting.

Commissioner Bartley attended a First District Meeting and attended a pre-construction meeting with ID8 for the new Brookings Behavioral Health & Wellness facility.

Commissioner Jensen attended a Conservation District Meeting; attended a 20th Street Overpass Meeting; attended the Bruce Fireman's Feed; and attended the Optimist Breakfast.

Commissioner Hostler attended a Joint Powers Board Meeting.

Commissioner Krogman attended a Growth Partnership Meeting; attended a PPCC/POD Meeting; and attended the Optimist Breakfast.

EXECUTIVE SESSION

Motion by Hostler, seconded by Jensen to enter into Executive Session at 10:04 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiation. All members voted "aye." Motion carried.

Motion by Bartley, seconded by Hostler to come out of Executive Session at 11:02 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by VanderWal, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, June 6, 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.

Jenna Byrd
Finance Specialist
Brookings County