

BROOKINGS COUNTY COMISSION MEETING

TUESDAY, JUNE 6, 2023

The Brookings County Board of County Commissioners met in session on Tuesday, June 6, 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.

CITIZEN INVITATION

Brookings City resident Jeanette Gibbons said she was disappointed to find that the commissioners voted to extend the contract with ES&S. Gibbons requested time to sit down one on one or as a group and talk about going back to precincts and hand counting the ballots.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Bartley to approve the agenda for the June 6, 2023 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(3), consulting with legal counsel was added to the Executive Session.

RECOGNITION OF EMPLOYEES' ANNIVERSARIES

The board recognized Craig Chapman for 15 years in April and Maggie Harkness for 5 years in May.

CONSENT AGENDA

Motion by Hostler, seconded by VanderWal 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 16, 2023 Commission Meeting.

Travel Requests: Courtney Steffen to attend the American Legion State Convention on June 8th-11th in Oacoma; Robert Hill to attend the NACo 2023 Annual Conference on July 19th-25th in Travis County, TX.

Personnel Action Notices: new hire- PT Correctional Officer Dhalten Dirks at \$23.01, effective May 26, 2023; new hire- Correctional Officer Jayden Almos at \$23.01, effective June 2, 2023; status change- DJ Reker to Deputy Sheriff at \$28.38, effective June 19, 2023; annual review-

Courtney Steffen to \$27.53, effective July 1, 2023; status change- Mark Brueggeman to Courtroom Deputy at \$28.95, effective July 3, 2023.

Cellular Authorizations: Mandi Cramer - Extensive Usage at \$75/month.

ROUTINE BUSINESS

Approval of Claims

Motion by Bartley, seconded by Jensen to approve the following claims. Background information was provided by Commission Department Director Stacy Steffensen.

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

A&B Business Inc; Copier Contract; \$707.81; Action Target; Flame Lock Fire Retardant Coat; \$12,441.28; Allegra Print & Imaging; Door Hangers; \$343.05; Apple Grove Investments LLC; Tax Certificates; \$2,661.29; Aragon, Antonio; 3/15 Translation Services; \$37.50; Automatic Building Control; Annual Fire Alarm System Check; \$3,530.48; Avera Mckennan Hospital; Annual EAP Contract Fee; \$4,617.00; Banner Associates; Prof Services - Samara Ave; \$12,212.70; Reconstruction Project; Design, Feasibility & H&H Study; \$35,602.50; Jennifer Beller; Per Diem-SDACO Workshop Pierre: Lunch & Dinner; \$26.00; Bremmon, Carmen; Court Translation Services; \$150.00; Brookings Engraving; Nameplate For Veterans Services Assistant, Name Tag For Office Door; \$29.00; Brookings Health System; Points Of Dispensing; Trailer & PPCC Meals; \$1,496.11; Brookings Register; Annual Newspaper Subscription; \$210.00; Buhls Of Brookings Cleaners; Rug Rental, 3 Rugs For Building; \$62.60; Butler Machinery Co; Hose, Coupling; \$209.85; Jenna Byrd; Per Diem-SDACO Workshop Pierre; Dinner & Lunch; \$26.00; C&R Fire Suppression Dba Dvl Fire & Safety; Annual Inspection Of Fire Ext; Fire Safety; \$1,391.75; Capital One; Donuts, MG Pomix, TV Mount, Hangers; \$86.34; Cardio Partners Inc; Adult & Child AED Pads; \$380.00; Century Business Products; Copier Contract: New Copier; \$6,296.49; Century Link; Monthly Utilities/Fees; \$330.24; City Of Brookings; Shared Gov Center Costs; \$13,946.51; Convergint Technologies; Safe Inspection 5/1/23-4/30/24; \$327.96; Cook's Wastepaper & Recycling; May 2023 Courthouse/BCOAC Serv; \$172.01; Creative Printing; Vital Records Envelopes; \$319.94; Den-Wil Inc; June Community Health Rent; \$960.00; Department Of Revenue; Monthly MV, Birth & Death Fees, Poor Relief, Human Services, SD Development Center; \$496,539.26; DMC Wear Parts; Carbide; \$14,089.00; Ecolab Pest Elimination; Monthly Pest Control Service; \$186.75; First Bank & Trust; Jailhouse Remodel Bond; Bond; \$126,873.51; Fishback Ins Agency; Bond Premium; \$50.00; Fite & Pierce Law Office; Court Appointed Attorney; \$4,879.70; Fix It Shop Locksmith; Rekeyed Door In Courthouse; \$28.00; Forrest Holdings Inc; Tax Certificates; \$3,002.57; Mark Fredericks; Tax Certificate; \$227.80; Royce Friebel; 24/7 Participation Refund; \$51.00; Jennifer Goldammer; Court Appointed Attorney; \$2,918.65; Guardian CPI; Jail Inmate Prop Storage Bags; \$1,230.66; Patricia J Hartsel; Transcripts; \$942.10; Heartland Veterinary Clinic; K-9 Annual Wellness Check; \$155.33; Henry Carlson Company; Insurance Reimbursement; \$20,302.52; Hill, Robert; American Planning Assoc Dues; \$338.00; Hillyard/Sioux Falls; Vacuum Upright Zoom/Dual Action Sweeper; \$695.90; Hireclick - Keloland Employment; Job Listings; \$259.00; Tim Hogan; Court Appointed Attorney; \$4,429.70; Hometown Service & Tire, LLC; Tires - 2004 Suburban; \$560.00; Hy-Vee Food Store; Refreshments- Zoning Meeting; Jury Meals/Refreshments; \$44.03; IMEG Corporation; Design & Survey; \$10,125.00; Industrial Machine & Engine; Steel Bar; \$95.00; Interstate All Battery Center; Batteries For Courthouse; \$44.50; Stacia Jackson; Court Appointed Attorney; \$766.80; Jimmy Johns #926; 7- Subcommittee Meals; \$45.43; Katterhagen, Mark; Involuntary MI Hearing; \$15.00; Kibble Equipment LLC; Hose; \$45.68; Benjamin Kleinjan; Per Diem -

Deadwood: 3 Breakfast, 4 Lunch; \$154.00; L.G. Everist Inc; Erosion Stone, Gravel; \$35,193.68; Val Larson; Involuntary MI Hearing; \$15.00; Lewno, Lucy; Involuntary MI Hearing; \$166.60; Lincoln County Auditor; Mental Illness Expenses; \$3,208.99; Locators & Supplies; Shirts; \$95.00; Lowe's; 4in Square Cover Flat, Cover, Drywall Anchor, Cable Conceal, Mailboxes, Table Ties, Power Co; \$258.04; Donald Mccarty; Court Appointed Attorney; \$1,320.20; Mcgrath North Mullin & Kratz Pc LLO; Professional Legal Services; \$476.00; Mediacom LLC; Courthouse WIFI; \$156.90; Midwest Glass; Plexiglass For Office Window; \$45.65; National Test Systems; 24/7 Supplies - UA Kits; \$2,425.00; Dan C Nelson; Per Diem-Deadwood: 3 Breakfast, 4 Lunch; \$154.00; Nancy J Nelson; Court Appointed Attorney; \$6,990.31; North American Banking Co; Postage Machine Rental; \$360.00; Northwestern Energy; Natural Gas Usage; \$3,764.79; Office Peeps Inc; Chair Seat, Paper, Cart, Pens, Markers, Paperclips, DVD Envelopes, DVD's, Staples; \$568.31; Austin Oxner; Per Diem - Deadwood: 3 Breakfast, 4 Lunch; \$154.00; Pheasantland Industries; Safety Shirts For Employees; \$370.39; Prairie States; Erosion Stone; \$1,513.92; Prevention Magazine; Ads In Magazine For BCSO, Drug Magazine For Students; \$160.00; Prochem Dynamics LLC; Rubber Gloves For Jail Staff, Jail PPE/Janitorial Supplies; \$917.69; Protable Computer Systems; Mechanic Diagnostic Computer For John Deere Equipment; \$4,411.41; Razors Edge Grounds Keeping; April Courthouse Grounds Maint, Snow Removal, Ice Melt&Sand, Fertilizer, Dethatch; \$3,055.00; RC First Aid; Medical Supplies; \$50.50; Remund Construction, Inc; Labor To Finish Classroom Wall; \$2,000.00; RFD Newspapers Inc; Publication; \$24.32; Rick Ribstein; Court Appointed Attorney; \$833.25; Ryde Investment Group LLC; Tax Certificate; \$4,725.84; Safe-N-Secure; Fix Courthouse Card Reader; \$275.45; Sanford Health; Coroner Costs- Autopsy; \$2,475.00; Schneider Geospatial LLC; Beacon Hosting: 2nd Quarter; \$3,153.00; Schultz, Lori; Spring Workshop; \$26.00; SD Sheriff's Association; Victim Software Annual Fees; \$880.00; SDSU Extension; 4H Camp Registration; \$150.00; Secretary Of State; Filing Fee; \$30.00; Shop 4-H/National 4-H Council; Volunteer T-Shirts & Clover Po; \$200.37; Sinai Fire Dept; Commission Proj Partial Funding; \$69,062.52; Southpaw Defense; Basic Pistol Class, RSO Study; \$967.12; Reid Squires; Windshield Wiper Reimbursement; \$37.26; Stern Custom Gunsmithing; Fix Ruger Gp100; \$50.00; Titan Machinery; Pipe; \$206.50; Town Of Sinai; Sewer; \$64.00; Trinity Services Group, Inc; Inmate Meal Services; \$10,916.00; Steven Ust; 8 Inspections; \$800.00; Verizon Wireless; Monthly Charges, Monthly Utilities/Fees; \$522.11; Walburg, Duane; Animal Control Mileage; \$145.74; Wells Fargo; Wells Fargo; Printer Nozzle Cleaning Kit, Plinko Board Disk Game; \$1,774.26; WW Tire Service Inc; Patrol Vehicle Maint/Repairs; \$80.20; Brian Zielinski; Court Appointed Attorney; \$1,888.50.

Department Head Reports

Highway Superintendent Brian Gustad said they will begin work on the Country Club bridge June 12th. Gustad said a two-man crew graded 477th Avenue north of County Road 46 to the Fountain Cemetery. He thanked Tom Davis and Sterzinger Crushing for donating gravel to fill in potholes for that project.

Gustad said crews have been working on shoulder improvements on the chip seal routes.

Sheriff Marty Stanwick said there are 26 inmates in jail and 108 participants on the 24/7 program. Stanwick said they've received a lot of traffic complaints.

Stanwick said the board has given him permission to do the hiring process for part-time correctional officer positions without coming to the board. Stanwick asked the board if he's able to do that with full-time positions. He said the process takes twice as long because the commission only meets every other week. Krogman asked that Stanwick email the chair, but that he doesn't have an issue with starting the process. VanderWal said he doesn't have an issue with it if he's

hiring due to a vacancy, but any new positions need to be discussed first. By consensus, the board authorized Stanwick to start the hiring process for approved full-time positions before coming to the commission as long as he notifies the chair.

County Development Director Robert Hill said the City of Aurora is installing their new severe weather warning siren. Hill discussed upcoming dates.

REGULAR BUSINESS

Motion by VanderWal, seconded by Jensen to approve Abatement #23-08: an abatement request made by Jones Optometric Clinic, LLC for parcel #40262-00200-002-00 in the amount of \$1,282.79. Background information Director of Equalization Jacob Brehmer.

All members voted "aye." Motion carried.

Motion by Hostler, seconded by Jensen to Abatement #23-12: an abatement request for a disabled veteran's exemption in the amount of \$2,323.07. Background information was provided by Director of Equalization Jacob Brehmer.

All members voted "aye." Motion carried.

Motion by Hostler, seconded by VanderWal approve and authorize Chairperson Krogman to sign Agreement #23-29: an AIA Document B101-2017, between Brookings County and designArc Group, LLC for the Historic Courthouse Roof Replacement. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-30: an alarm monitoring service agreement between Brookings County and Rapid Response Monitoring Services, Inc. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-31: an agreement for voluntary right of way donation made by Crystal D. Pochardt ETAL and Carol I. Anderson for project #BRO-B 8006(55), PCN 084G. Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-32: an agreement for voluntary right of way donation made by Norris A. Patrick and Corinne E. Patrick for project #BRO-B 8006 (56), PCN 08MJ, parcel #13000-11248-261-20. Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-33: an agreement for voluntary right of way donation made by Norris A. Patrick

and Corrinne E. Patrick for project #BRO-B 8006 (56), PCN 08MJ, parcel #13000-11248-234-00. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-34: an agreement for voluntary right of way donation made by Goodland, LLC for project #BRO 8006(00) 21-4. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-35: an agreement for voluntary right of way donation made by Raymond Suhr and Habe Suhr, Trustees, for project #BRO 8006(00) 21-4.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-36: an application for occupancy of right of way of county highways made by Brookings-Deuel Rural Water Systems in Afton Township.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-37: an application for occupancy of right of way of county highways made by the City of Volga in Volga Township.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-38: an application for occupancy of right of way of county highways made by the City of Volga in Volga Township.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve a Utilities Certificate for Project #BRO-B 8006(56), PCN 08MJ. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Jensen to approve quotes from Stanga Construction for additional 4-H storage and Game, Fish & Parks office space at the Brookings County Outdoor Adventure Center for \$52,750. Background information was provided by BCOAC Director Dustin Huber.

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

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-39: a State of South Dakota Department of Game, Fish & Parks Agreement with Brookings County, amending Agreement #18-13, to construct additional office space for Game, Fish & Parks at the Brookings County Outdoor Adventure Center. Background information was provided by BCOAC Director Dustin Huber.

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

Motion by VanderWal, seconded by Jensen to approve the annual Retail (On/Off Sale) Malt Beverage & SD Farm Wine License renewal for Beach Bums, Inc./Danceland Campground. Background information was provided by Finance Specialist Jenna Byrd.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$2,585.47 for reimbursement for duplicate payment, receipt #00643370 to GL line 101-4-223-4220. Background information was provided by County Development Director Robert Hill.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve a Request to Fill Vacancy for a full-time Deputy in the Sheriff’s Office.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to approve a Request to Fill Vacancy for a full-time Correctional Officer in the Sheriff’s Office.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Jensen to approve a \$500 funding request from the Elkton Special Days Committee for their annual 4th of July fireworks display. Background information was provided by Commission Department Director Stacy Steffensen.

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

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the courthouse security project wrapped up just before the holiday weekend. She said it came in almost \$6,300 under budget.

Steffensen said she received a letter from Minnehaha County regarding the dissolution of the Joint Powers Agreement for the Juvenile Detention Center. Steffensen said they are moving to a standard rate, estimated at \$458.48 for 2024.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson said they’ve hired a Human Services Assistant and she will start Monday. Nelson said he was asked to go to Pierre to testify on behalf of other States Attorneys as it relates to county funding. He said he will let the board know what comes from it.

COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended the United Way Ribbon Cutting; attended the Elkton Fireman Feed; attended the Bridge Dedication in Volga for a fallen soldier; and attended the Railroad Authority Meeting. Krogman asked what was discussed in the Railroad Authority Meeting. Jensen said there was a motion made to extend an invitation to the City of Brookings and the City of Elkton to seat representation if they so desire.

Commissioner Bartley attended a BEDC Meeting.

Commissioner Jensen attended E-911 Meeting; attended the Elkton Fireman's Feed; attended a BCOAC Meeting; and attended the Regional Railroad Meeting.

Commissioner Hostler attended the Brookings County Republican's Meeting and attended a Domestic Abuse Shelter Meeting.

Commissioner Krogman attended a BATA Meeting.

EXECUTIVE SESSION

Motion by Bartley, seconded by Hostler to enter into Executive Session at 9:34 a.m., in accordance with SDCL 1-25-2(1)(3)(4), personnel, consulting legal counsel and contract negotiations. All members voted "aye." Motion carried.

Motion by Bartley, seconded by Hostler to come out of Executive Session 10:59 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Jensen, seconded by VanderWal to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, June 20, 2023 at 8:30 a.m.

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Jenna Byrd
Finance Specialist
Brookings County

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