

Brookings County Commission Meeting

Tuesday, June 9, 2022

The Brookings County Board of County Commissioners met in regular session on Thursday, June 9, 2022 with the following members present: Angie Boersma, Ryan Krogman, Lee Ann Pierce, Michael Bartley and Larry Jensen.

CALL TO ORDER

Chairperson Boersma called the meeting to order at 8:30 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN INVITATION

Elkton resident and CIO of D3Defense Rick Weible said it's time to look at an election performance improvement plan. He said he noticed a lot of anomalies in the 2020 election and the 2022 election. Weible said he filed a complaint in Brookings because the States Attorney's office was being used for a campaign. He said he would like to work with the board and staff to ensure safe and fair elections.

APPROVAL OF AGENDA

Motion by Pierce, seconded by Krogman to approve the agenda for the June 9, 2022 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

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

The consent agenda consisted of the minutes from the Tuesday, May 24, 2022 Commission Meeting.

Travel Requests: Courtney Steffen to attend the State Legion Convention on June 16th - 19th in Watertown; Robert Hill to attend the NACo 2022 Annual Conference on July 20th -25th in Adams County, CO.

Personnel Action Notices: voluntary resignation - Sara Guest, effective May 19, 2022; new hire - part-time Correctional Officer Hannah Evans at \$19.45, effective May 23, 2022; annual review- Chris Mulhair to \$24.99, effective June 1, 2022.

Human Services Report: #22-098 for medical was denied; case #22-116 for medical was denied; case #22-118 for medical was denied; case #22-138 for rent was denied.

ROUTINE BUSINESS

Approval of Claims

Motion by Krogman, seconded by Bartley to approve the following claims. Pierce said there are two really large bills for Avera Behavioral Health. She asked who is placing the mental health committals. Deputy States Attorney Ben Kleinjan said he doesn't know if those people were court ordered or not. Kleinjan said he will look into it.

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

A&B Business Inc, Copier Contract, \$1,043.25; Allegra Print & Imaging, Deputy Supplies, \$83.50; Amazon Capital Services, Jail/Deputy Supplies, \$146.68; Amp Electric Construction, Repair Lights In Courthouse, \$763.29; Apple Grove Investments, Tax Certificates, \$3,611.20; Aragon, Antonio, Translation Services, \$87.50; AT&T Mobility, Nighthawk Mifi Mobile Wifi, \$40.04; Avera Health DBA Avera Education & Staffing Solutions, Jail AED Training, \$125.00; Avera Mckennan Hospital, Mental Health Hold, \$2,930.00; Avera Medical Group - ABS, Inmate Clinical Visits, \$259.86; Jordyn Bangasser, Court Appointed Attorney, \$829.53; Berkness, Alex, Per Diem From Asphalt Conf, \$48.00; Boarman Kroos Vogel Group, Detention Center Exp Prof Serv, \$1,160.00; Bowes Construction, Patching For 2022 Year, \$332,448.60; Rusty Brandsrud, Replacement Check, \$28.00; Brookings Engraving, Retirement Gift, \$82.00; Brookings Health System, Inmate Clinical Visits, \$5,864.48; Bruna Electric, Light Replacement, \$2,589.68; Capital One, Office Supplies, Dividers, \$204.01; Carquest Auto Parts Store, Shop Supplies, \$138.39; Century Link, Monthly Utilities, \$170.31; City Of Brookings, Government Center Split Costs, \$6,572.67; Convergent Technologies, 5/1/22-4/30/23 Coverage, \$327.96; Dakota Psychological Services, Psychosexual Assessment, \$2,993.50; Dakota Recycling, Beams To Build Culvert Racks, \$590.00; Dell Marketing Lp, Computer For IT/Jail, \$3,631.56; Delzer Law Office, Court Appointed Attorney, \$2,836.60; Den-Wil Inc, Community Health Rent, \$960.00; Department Of Health, Blood Tests, \$80.00; Ecolab Pest Elimination, Monthly Pest Service, \$165.00; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$1,546.16; Ekern Home Equipment Co, Service At Sinai Shop, \$89.00; ESEind, Inc, Comm Health Monitoring Maint, \$96.90; Executive Mgmt Finance, Monthly Charges, \$42.50; Foerster Distributing, Jail Janitorial Supplies, \$72.00; Foerster Distributing, Janitor Supplies, \$34.00; Jennifer Goldammer, Court Appointed Attorney, \$361.85; Maggie Harkness, Inmate Meal Reimbursement, \$7.29; Richard Haugen, Code Enforcement Training, \$28.00; Hill, Robert, Registration Fee For WIR Conf, \$455.00; Tim Hogan, Court Appointed Attorney, \$1,289.08; Holiday Inn Express & Suites, Conference Lodging, \$196.00; Hometown Service & Tire, Jail/Patrol Vehicle Maint/Rep, \$845.96; Horn Law Office, Prof., CAA Inv MI Hearing, \$181.80; Hy-Vee Food Store, Refreshments, Jury Meals/Refreshments, \$37.46; Jensen, Larry, NACO Conference In Alaska, \$872.91; Kimball Midwest, Shop, \$284.41; Kimberly Johnson Maier, Replacement Ck, \$12.52; Kriese, Jeremy, Boot Reimbursement, \$100.00; L&L Auto & Truck Parts, Booster Pac For Patrol Cars, \$320.00; Langstraat, Manual, Replacement Check, \$90.00; Lincoln County Auditor, Mental Illness Expenses, \$2,413.38; Lodge At Deadwood, 2 Rooms For SA Conference, \$636.00; Lodge At Deadwood, Room Short Course, \$297.00; Marshall & Swift/Boeckh, LLC, Residential Cost Handbook, \$759.90; Randy Miller, Per Diem From Asphalt Conferen, \$48.00; Heather Murfield, Spring Conf Travel Reimburse, \$174.00; Nancy J Nelson, Court Appointed Attorney, \$1,175.64; Teree A Nesvold, Court Appointed Attorney, \$1,651.30; North American Banking, Postage Machine Rental, \$360.00; Northwestern Energy, Natural Gas Usage, \$871.87; Office Peeps Inc, Tape, Labels, Paper, Calc Pape, Binders, Tabs, Rubberband, Fan, Paper, Toner, Office Supplies, \$629.24; Pennington County Jail, Inmate

Transport Services, \$513.46; Prochem Dynamics LLC, Jail Janitorial Supplies, \$1,631.53; Ramkota Hotel, SDAAO School, \$770.00; RC First Aid, First Aid Kit Refills, \$94.50; Reserve Account, Postage, \$10,000.00; Rick Ribstein, Court Appointed Attorney, \$871.54; RNC Service Center, Patrol Vehicle Maint/Repairs, \$65.48; Roto-Rooter, Jail Repairs/Maint, \$240.00; Southpaw Defense, Enhanced Concealed Renewal Car, \$355.50; Special Days Committee, Elkton Fireworks Display Donation, \$500.00; Sterzinger Crushing Inc, 30,000 Ton Of Gravel, \$120,000.00; Anthony Teesdale, Court Appointed Attorney, \$368.65; Tom, Joe, & Phil Davis, 30,000 Tons Of Gravel, \$37,500.00; Two Way Solutions Inc, Jail Supplies, \$1,669.96; Steven Ust, Inspections, \$1,800.00; Van Diest Supply Company, Four 55 Gallon Drums, \$3,649.80; Vandenberg Law, Court Appointed Attorney, \$2,378.75; Verizon Wireless, Election Hot Spots, Monthly Charges, \$632.33; Walburg, Duane, Animal Control Mileage, \$260.40; Wells Fargo, Wells Fargo, \$3,320.87; Yankton County Sheriff, Service Of Process, \$50.00; Brian Zielinski, Court Appointed Attorney, \$1,317.63.

Department Head Reports

County Development Director Robert Hill said more severe weather impacted Brookings County on May 30th. He said two IPAWS messages, indicating a tornado warning, were sent out via the Alert Sense platform. He said if you didn't get the message, it is because your phone isn't set up to receive the alerts. He said you will need to go into your phone settings to change that.

Hill said they submitted the damage assessment reports to Pierre. Hill said FEMA came out and toured the area.

Hill said the Department of Equalization spent roughly \$500 on fuel assessing the damage. He said if that department's budget is short at the end of the year that is the reason.

Hill said there was a question regarding the Medary Drainage Study and whether or not the county would be billed for the entire \$50,000. Hill said the county will only be billed for the work that is completed.

Hill discussed upcoming dates.

Sheriff Marty Stanwick said there are 39 inmates in jail. He said they are anxious for phase 2 to open up because there are 97 participants on the 24/7 program.

Stanwick thanked the Employee Committee for the lunch.

Stanwick said they are still having issues with emergency committals and the hospital. He said an inmate made self-suicidal comments, so they took the individual to the hospital. He said the hospital learned the individual was a Lake County resident, so they wanted Lake County to handle the individual.

Stanwick said they have been busy with the civil process. He said they've collected almost \$100,000 in executions and they get a percentage of that.

Stanwick said to date, his office has handled over 2,331 calls for service. He said those are the dispatched calls.

REGULAR BUSINESS

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Boersma to sign Resolution #22-21: a resolution amending Resolution #21-54: a resolution setting the official pay plan for 2022. 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.

RESOLUTION #22-21

A RESOLUTION AMENDING RESOLUTION #21-54: A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2022

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2022 to become effective July 1, 2022.

Passed and approved this 9th day of June 2022.

ATTEST:

Angela Boersma, Chairperson
Brookings County Commission

Lori Schultz, Finance Officer
Brookings County

Brookings County Outdoor Adventure Center	FTE	GRADE
Director	1	E-10
BCOAC Assistant	1	N-4
PT Membership Assistant	4 (8 @ .5)	N-3 (Step 1 & Step 2 only)
Commission Department	FTE	GRADE
Commission Department Director	1	E-13
County Commissioners	2.5 (5 @ .5)	Non-graded position
Information Technology Administrator	1	N-11
GIS Technician	1	N-9
HR Specialist	1	N-8
Veterans Service Officer	1	N-8
Information Technology Support Specialist	1	N-8
Office Coordinator	1	N-5
Maintenance Supervisor	1	N-5
General Maintenance Worker	2	N-3
County 4-H	FTE	GRADE
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Step 1 & Step 2 only)
County Health	FTE	GRADE
Administrative Assistant	1	N-4
County Development Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5
Equalization Department	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-6
Administrative Assistant	2	N-4
Finance Department	FTE	GRADE
Finance Officer	1	E-12
Deputy Finance Officer	1	N-9
Senior Finance Assistant	2	N-7
Finance Assistant II	1	N-5

Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	Non-graded position

Highway Department	FTE	GRADE
Highway Superintendent	1	E-13
Lead Foreman	1	N-9
Road Foreman	1	N-8
Shop Foreman	1	N-8
Mechanic, Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Office Manager	1	N-5
Equipment Operator	5	N-5
Sign Technician	1	N-5
Truck Driver	1 (2 @ .5-split employee)	N-5

Register of Deeds	FTE	GRADE
Register of Deeds	1	E-11
Deputy Register of Deeds	1	N-6
Administrative Assistant	1	N-4

Sheriff's Department	FTE	GRADE
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-12
Detention Center Nurse	1	N-11
Deputy-Sergeant	3	N-10
Deputy	10	N-9
Courtroom Sheriff's Deputy	1	N-9
Correctional Officer	17	N-5
Office Manager	1	N-5
Administrative Assistant	1	N-4
PT Deputy Sheriff	1 (2 @ .5)	N-9 (Step 1 & Step 2 only)
Temporary Deputy Sheriff	1	N-9
PT Correctional Officer	14 (7 @ .5)	N-5 (Step 1 & Step 2 only)
Coroner	.25	Non-graded position
PT Detention Center Nurse	.25	Non-graded position
Animal Control Officer	.25	Non-graded position
Jail Greeter	.5	Non-graded position

State's Attorney	FTE	GRADE
State's Attorney	1	E-19
Deputy State's Attorney II	1	E-14
Deputy State's Attorney I	1	E-13
Legal Assistant	4	N-7
Human Services Assistant	1	N-6
Office Coordinator	1	N-5

Weed Department	FTE	GRADE
Supervisor	1	E-7
Truck Driver	1 (2 @ .5-split employee)	N-5
Seasonal Workers	1 (2 @.5)	N-3 (Step 1 & Step 2 Only)

N=Non-Exempt Position; E=Exempt Position

Wage Ranges Starting July 1, 2022

Pay Grade	Minimum	Mid-Point	Maximum
1	\$32,118	\$36,170	\$40,733
2	\$34,446	\$38,792	\$43,686
3	\$36,944	\$41,605	\$46,854
4	\$39,622	\$44,621	\$50,251
5	\$42,495	\$47,856	\$53,894
6	\$45,576	\$51,326	\$57,801
7	\$48,880	\$55,047	\$61,992
8	\$52,424	\$59,038	\$66,486
9	\$56,224	\$63,318	\$71,306
10	\$60,301	\$67,908	\$76,476
11	\$64,673	\$72,832	\$82,020
12	\$69,361	\$78,112	\$87,967
13	\$74,390	\$83,775	\$94,345
14	\$79,783	\$89,849	\$101,185
15	\$85,568	\$96,363	\$108,520
16	\$91,771	\$103,349	\$116,388
17	\$98,425	\$110,842	\$124,826
18	\$105,560	\$118,878	\$133,876
19	\$113,214	\$127,497	\$143,582

Non-Graded Part-Time Positions

E	County Commissioners	\$20,360
E	Coroner	\$8,968
N	Detention Center Nurse	\$31.05
N	Animal Control Officer	\$26.86
N	Internships	\$11.66
N	Jail Greeter	\$12.19

Motion by Jensen, seconded by Bartley to approve and authorize Chairperson Boersma to sign Agreement #22-61: a South Dakota Department of Transportation Agreement for use and restoration of detour and/or wet weather detour. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-62: an application for occupancy of right of way of county highways made by Mediacom.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Boersma to sign Agreement #22-63: Intergovernmental Contract and Coverage Document for the SDML Worker's Compensation Fund. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Krogman, seconded by Jensen to approve Change Order #014 for the Brookings County Detention Center project in the amount of \$13,763.00. Background information was provided by Commission Department Director Stacy Steffensen.

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

The board held discussion on repairs for the roof at the highway shop in Brookings and the Sinai highway shop. Bartley said the shop in Brookings is completely destroyed and the roof at the Sinai Shop needs to be sealed. Bartley said they are waiting for insurance, but they do need to move forward. Bartley said for the shop in Brookings, they can choose to do a 15-year guaranteed roof or a 20-year guaranteed roof and add insulation. Pierce asked if they've heard back from insurance. Steffensen said the deductible is \$10,000. Steffensen said if they replace like for like they will cover the cost, but they will not cover improvements to the roof.

Steffensen asked the board if they are comfortable using the emergency procurement statute. The board said they are comfortable using the emergency procurement statute. Pierce asked if the States Attorney's office has reviewed the statute. Deputy States Attorney Ben Kleinjan said he has not looked at it.

Motion by Bartley, seconded by Jensen to repair the Highway Shop in Brookings using the bid with a 20-year guaranteed roof subject to the States Attorney's approval.

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

Motion by Bartley, seconded by Pierce to repair the Sinai Highway Shop. Roll call vote: Jensen "aye," Krogman "aye," Pierce "aye," Bartley "aye," Boersma "aye." Motion carried.

The board canvassed the June 7, 2022 Primary Election Results.

Motion by Krogman, seconded by Pierce to approve the true abstract of the votes cast in the jurisdiction of Brookings County, South Dakota, at the election as shown by the returns certified to the person in charge of the election.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen asked the board if any of them would be attending the NACo National Convention in Colorado on July 21st-24th. Boersma said she will be speaking at it, but won’t need a hotel. Steffensen asked Boersma if she would be the voting delegate. Boersma said she doesn’t know how long she will be at the meeting and suggested County Development Director Robert Hill be the voting delegate.

Steffensen discussed upcoming dates with the board.

Deputy States Attorney Ben Kleinjan said States Attorney Dan Nelson is attending the National District Attorney Association in Washington, D.C. Kleinjan said he will be attending a two-day domestic abuse meeting.

Kleinjan said they continue to prioritize mental health issues and bond recovery efforts.

COMMISSIONER’S REPORTS & DISCUSSION ITEMS

Commissioner Pierce met with Eric Kunzweiler and did some ICAP Training; attended the Employee Appreciation Celebration; and attended a Joint Jurisdiction Meeting.

Commissioner Bartley attended two Jail Expansion Meetings and attended the Joint Jurisdiction Meeting.

Commissioner Jensen attended the Bruce County Appreciation Feed with the Fire Department; attended a Jail Expansion Meeting; and attended a Conservation District Meeting.

Commissioner Krogman attended two BATA Meetings.

Commissioner Boersma attended the NACo WIR Conference in Alaska; attended a Brookings Behavioral Health & Wellness Meeting; and attended the County Appreciation Celebration.

EXECUTIVE SESSION

Motion by Pierce, seconded by Pierce to enter into Executive Session at 10:03 a.m., in accordance with SDCL 12-25-2(1)(4), personnel and contract negotiations. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to come out of Executive Session at 11:11 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, June 21, 2022 at 8:30 a.m.

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Jenna Byrd
Senior Finance Assistant
Brookings County

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