

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, JUNE 20, 2023**

The Brookings County Board of County Commissioners met in regular session on Tuesday, June 20, 2023 with the following members present: Larry Jensen, Mike Bartley, Shawn Hostler and Kelly VanderWal. Ryan Krogman was absent.

### **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**

City of Elkton resident Rick Weible recommended the board budget for election software by ES&S so that you can get the results portion of that software. He said purchasing the software allows you to look at the cast vote record which would help determine the accuracy of the election.

City of Brookings resident Jeanette Gibbons encouraged the board to watch the film Sound of Freedom.

### **APPROVAL OF AGENDA**

Motion by Bartley, seconded by VanderWal to approve the agenda for the June 20, 2023 Commission Meeting. All members voted "aye." Motion carried.

### **RECOGNITION OF EMPLOYEES' ANNIVERSARIES**

The board recognized Deputy Sheriff Devlin Rue for five years of service.

### **CONSENT AGENDA**

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

The consent agenda consisted of the minutes from the June 6, 2023 Commission Meeting.

Travel Requests: Misty Moser to attend the "Good, Bad, and Similar Looking" plant tour on June 15<sup>th</sup> in Veblen; Courtney Steffen & Matt Pillar to attend Military Sexual Trauma Training on July 7<sup>th</sup> in Parker; Thomas Chester to attend a Criminal Interview & Interrogations Training on July 11<sup>th</sup> - 13<sup>th</sup> in Aberdeen; Courtney Steffen to attend an American Legion National Convention & Training on August 24<sup>th</sup> - 31<sup>st</sup> in Charlotte, NC; Courtney Steffen & Matt Pillar to attend State VSO

Training on September 5<sup>th</sup> - 7<sup>th</sup> in Sioux Falls; Reid Squires, Rusty Brandsrud & Jack Thompson to attend SDAAO Annual Assessor School on September 17<sup>th</sup> - 22<sup>nd</sup> in Rapid City.

Personnel Action Notices: new hire- Human Services Assistant Karlee Chapin at \$23.01, effective June 20, 2023; new hire- PT Correctional Officer Grace Zencius at \$23.01, effective June 14, 2023; new hire- PT Correctional Officer Sam Hardin at \$23.01, effective June 19, 2023; voluntary resignation- Becky Biteler, effective June 29, 2023.

## ROUTINE BUSINESS

### *Approval of Claims*

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

605 Custom Design LLC, New Hire Outwear, \$112.00; A&B Business Inc, Copier Contract, \$140.47; Access Health-Brookings, Inmate Liable Clinical Visit, \$219.00; AgFirst Farmers Coop, Patrol Vehicle Maint/Repairs, \$445.46; Amazon Capital Services, New Jail/Office Supplies, \$3,160.18; American Stamp & Marking, Name Badge, \$21.17; AMP Electric Construction, Repair Lights/Additional Outlets, \$319.87; Apple Grove Investments, Tax Certificate, \$1,313.07; Architecture Incorporation, Office Rec Desk Modifications, \$1,540.00; AT&T Mobility, Nighthawk Mifi Mobile WIFI, \$80.08; Auto Value Parts Stores, Oil/Air Filters, Air Freshener, \$867.12; Avera Medical Group, Inmate Liable Clinical Visit, \$206.12; Avera Patient Financial, Inmate Liable Clinical Visit, \$11.84; Axon Enterprise Inc, Epaulette Mount, \$129.50; B&B Auto Service, Patrol Vehicle Maint/Repairs, \$52.13; Bob Barker Company, Inmate Uniforms, \$422.40; Bobcat Of Brookings, Door, \$2,105.42; Brian Gatzke, Zoning Meeting Mileage, \$25.71; Brian Zielinski, Court Appointed Attorney, \$4,846.25; Brookings Area Chamber, March/April WILL Luncheon, \$570.00; Brookings Behavioral Health, 2023 Annual Award, \$200,000.00; Brookings City Utilities, Monthly Utilities/Fees, Courthouse, Community Health, BCOAC Utilities, Phone Service, Water/Sewer/Electric/Telephone, COP Utilities, Water For Weed Shop, \$22,887.24; Brookings County Finance, Adjust NSF, \$1,512.61; Brookings Health System, May Blood Alcohol Testing, Inmate Liable Clinical Visit, \$8,027.55; Brookings Register, Severe Weather Ads, Publishing, \$668.53; Bruce Fire Dept, Commission Projects Funding, \$14,371.05; Buhls Of Brookings Cleaning, 2 Rugs For Building, Rug Rental, \$39.40; Capital One, Supplies, \$12.78; Carquest Auto Parts Store, Oil Filter, Vinyl Elect, Wire, \$1,138.23; Central Properties / Union Bank, Tax Certificate, \$6,954.55; Century Business Products, Copier Contract, \$695.52; Chad Ford, Zoning Meeting Mileage, \$145.67; City Of Brookings, I29 - 20th St Interchange Project, \$3,463.71; City Of Brookings Landfill, Demolition Material/Bridge, \$148.61; City Of White, Utilities For White Shop, \$80.61; Cook's Wastepaper & Recycling, June 2023 Courthouse/BCOAC Service, Brookings, SO Garbage/Waste Utilities, June Recycling, \$856.95; Courtesy Plumbing Inc, Jail Janitorial Parts, \$8.00; Dakota Data Shred, Shredding Pick Up, Paper Shredding Services, \$180.18; Dale Storhaug, Zoning Meeting Mileage, \$35.92; Department of Revenue, \$735,304.75; DesignArc LLC, Courthouse Roof Replacement, \$1,531.25; Dr Mark Bontreger Inc, Psychological Evaluation, \$295.00; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, Replace Front Strut, Oil Leak, \$665.71; Emergency Service Marketing Corp, Inc, lamresponding Subscription, \$3,501.00; Erickson, Roger, Zoning Meeting Mileage, \$48.56; Executive Mgmt Finance, April 2023 Invoice, \$52.75; Fite & Pierce Law Office, Court Appointed Attorney, \$3,138.50; Foerster Distributing, Janitorial Items For Courthouse, \$810.00; Foerster Distributing, Jail Janitorial Supplies, \$332.00; Freightliner Truck Center, Parts/Toolbox Kit, \$415.57; Graybar Electric Co Inc, Light Balusters For Jail, \$49.84; Green Briar, COP Rent, \$407.00; Hartmann Consulting, Points Of Dispensing/PPCC,

\$1,500.00; Hungerford Chiropractic, Instant Drug Testing 5/2-5/31, \$70.00; I State Truck Center, Parts, \$261.57; Info Cubic LLC, May 2023 Employment Screenings, \$312.00; Interstate Telecom. Coop, Extension Phones, \$387.90; Jay Wulf, Boot Allowance, \$179.95; Jennifer Goldammer, Court Appointed Attorney, \$979.05; Jensen, Randy J., Zoning Meeting Mileage, \$53.84; Jimmy Johns #926, 6/1/23 Jury Meals, \$216.50; Kimball Midwest, Shop, \$1,545.35; Kingbrook Rural Water, Water, \$40.80; Kleinjan, Darrel, Zoning Meeting Mileage, \$81.10; Kyle Vanderwal, Zoning Meeting Mileage, \$47.95; L&L Auto & Truck Parts, Stemco/Switch/Grease, \$197.09; L.G. Everist Inc, Erosion Stone, \$12,624.32; Lewis & Clark Behavioral, BMI Intake, \$368.00; Lewis Drug Store, Inmate Liable Medications, \$4,815.21; Lowe's, Cordhider, 1000ft Pull, 1in Kit, \$769.22; M&T Fire & Safety Inc, Breathing Air Compressor, \$27,350.92; Maggie Kneip, 24/7 Sobriety Program Refund, \$5.00; Matheson Tri-Gas Inc, AR HECD, \$48.44; McLeod's Printing & Office, Envelopes, \$114.28; Mediacom LLC, June Law Library Int Service, \$156.90; Midwestern Mechanical Inc, Jail Sprinkler System Testing, \$395.00; Minnehaha County JDC, JDC Costs, \$6,395.61; Mix Dry Cleaners, Deputy Uniform Repairs, \$48.00; Nancy J Nelson, Court Appointed Attorney, \$1,525.82; Newegg Business Inc, Courthouse Security Upgrades, \$531.38; Noregon Systems, LLC, Repairs, \$1,999.00; Northwestern Energy, Natural Gas Usage, \$514.57; Nutrien Ag Solutions, Inc, Tordon, 4-D, Freelex Chemical, \$12,813.10; Office Of Child & Family, Public Health Nurse, \$5,914.80; Office Peeps Inc, Monitor Stand, Pens, Laser Cartridge, Correction Tape & Stapler, Business Cards/Pens/Folders, Cardstock, Calculator Paper Rolls, Packing, Exp Pocket File/ Paper Clips, Bankers Boxes, \$1,373.95; Patricia J Hartsel, Transcripts, \$416.50; Perry Electric Inc, Detention Center Air Filters, \$759.69; Pitney Bowes Global Finance, Denpro Postage Meter Contract, \$303.18; PJ Iowa Lc, Subcommittee Refreshments, \$35.95; Prochem Dynamics LLC, Jail Janitorial Supplies, \$771.96; Qualified Presort Service, Mail Pick-Up, \$51.51; Razors Edge Grounds Keeping, May Courthouse Grounds Maintenance, \$1,935.00; Rc First Aid, Annual First Aid Kit Check, \$40.00; RFD Newspapers Inc, Publications, \$1,148.48; Rick Ribstein, Court Appointed Attorney, \$2,065.00; Robby's Auto Shop, Patrol Vehicle Maint Invoices, \$692.20; Royce Friebel, Reissue Check- 24/7 Participation, \$51.00; Running's Supply Inc, Creeper, Large Nitro Gloves, Flowers/Plants For Front, Maintenance Items For CH, Hooks/Nozzle/Bolts/Gloves, Jail Janitorial Supplies, Office Landscaping, \$718.10; Safe-N-Secure, Courthouse Security Upgrades, \$50,735.77; Sanford Health, Inmate Liable Clinical Visit, \$907.00; Satellite Tracking Of People, GPS Monitoring, \$1,059.50; Schneider Geospatial LLC, Beacon Hosting: 3rd Quarter, \$3,153.00; Sd Attorney General's Office, 24/7 Sobriety Program, \$3,467.00; SD Network Against Family, Agency Membership, \$200.00; SD Newspaper Service, Job Listings, \$350.10; SDAAO, School Registration, \$1,150.00; SDACC, 2nd Qtr Clerp Payment, \$2,579.00; SDACO, Modernization & Preservation, \$676.00; Sioux Valley Energy, General Service, \$201.00; Smilemakers, Tattoos/Lollipops 4 Immunization, \$98.28; South Dakota Public Health, May Blood Tests/Lab Services, \$1,640.00; Southpaw Defense, ECC Renewal Class, \$139.50; Special Days Committee, Elkton Firework Display Donation, \$500.00; Spencar Diedrich, Zoning Meeting Mileage, \$89.94; Stacia Jackson, Court Appointed Attorney, \$5,171.35; Tapco, Spinning Marking Device, \$1,470.00; Teree A Nesvold, Court Appointed Attorney, \$3,569.97; Thomson Reuters - West, Billing Period 5/1/23-5/31/23, \$1,235.93; Tim Hogan, Court Appointed Attorney, \$999.90; Tim Paulson, Zoning Meeting Mileage, \$121.28; Todd Goodfellow, 24/7 Sobriety Program Refund, \$31.00; Town & Country Shopper, Publications, \$363.75; Transource, Sensor/Parts/Pipe, \$2,958.50; Trinity Services Group, Inc, Inmate Meal Services, \$6,760.59; Two Way Solutions Inc, Programming For Radios, \$450.00; Vander Haag's Inc, Radiator, \$1,324.74; Walburg, Duane, Animal Control Mileage, \$162.54; Waseca County Sheriff's, Service Of Subpoena, \$75.00; WW Tire Service Inc, Patrol Vehicle Maint/Repairs, \$439.47; Yankton County Sheriff, Service Of Process, \$50.00; Yhojan Oropenza-Chavarria, 24/7 Sobriety Program Refund, \$15.00.

**Be It Noted Items**

Be it noted, the following individuals are BCOAC Volunteers and are to be listed in the minutes for work comp purposes: Dick Hesse and Carol Vavra.

**Department Head Reports**

County Development Director Robert Hill said the current flood maps are being reviewed.

Weed & Pest Supervisory Misty Moser said they continue to stay busy spraying DOT, township, and county roads. Moser discussed upcoming dates with the board.

Highway Superintendent Brian Gustad said counties will now be fronted 75% of the cost for all future BIG replacement grant projects. He said he will be meeting with Commission Department Director Stacy Steffensen and Finance Officer Lori Schultz to discuss that.

Gustad said Road Guy has been out chip sealing County Roads 8, 4 and 6. Gustad said the original Bruce shop was 56 foot deep and 42 foot wide, and they are looking at making it 60 foot deep and 50 foot wide. Hostler asked why an architect is being used instead of going out for bids. Gustad said he was worried about building a new shop and it blowing away again. Commission Department Director Stacy Steffensen said she believes the county bid out the Sinai Shop. Bartley suggested they bid out the Bruce shop and if they aren't happy with any of the bids, they can reject it.

Sheriff Marty Stanwick said there are 35 inmates in jail and 107 individuals participating on the 24/7 program. Stanwick said they've been receiving a lot of traffic complaints and a lot of 911 hangup calls.

**Finance Officer's Report**

The Finance Officer's Report was presented for the month of May 2023.

**May 2023**

Total amount of deposits in bank.....	\$36,482,965.22
Total amount of actual cash: Currency.....	\$6,658.00
Coins.....	\$4.68
Total amount of cash/drafts in Treasurer's possession not exceeding 3 days...	\$143,150.84
Itemized list of all other items.....	\$88,644.26
TOTAL.....	\$36,721,423.00

Commissioner/HR/Veterans: \$42,441.97; Finance Office: \$34,497.68; Stats Attorney: \$49,036.89; Equalization: \$30,283.16; Register of Deeds: \$15,114.30; Sheriff's Office: \$218,825.60; Coroner: \$813.54; Community Health: \$2,788.51; Extension: \$3,369.52; Weed: \$6,764.17; Planning/Zoning: \$10,464.62; Highway: \$92,028.46; Emergency Management: \$6,834.70; BCOAC: \$13,097.22; Technology: \$15,498.40.

AFLAC: \$4,317.76; Avesis: \$1,678.83; Office of Child Support: \$399.00; Delta Dental: \$7,590.20; Flex One: \$1,949.98; Principal Life Insurance: \$1,678.66; Local Teamsters: \$1,299.00; SDRS: \$65,796.90; SDRS Supplemental: \$6,049.00; EFTPS: \$119,564.11; Wellmark: \$116,488.50.

Be it noted, the Register of Deeds Statement of Fees collected for the month of May 2023 in the amount of \$33,970.50 was presented to the board.

Motion by Hostler, seconded by VanderWal to approve second quarter General Fund transfers as per budget appropriations:

\$464,384.50 to the Highway Road & Bridge Fund and \$40,833.50 to Emergency Management Fund.

All members voted "aye." Motion carried.

## REGULAR BUSINESS

Motion by Bartley, seconded by Hostler to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-21: a plat of Lots 1 and 2 of Stime Addition in the SW ¼ of the SE ¼ of Section 9, T109N, R52W of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Krogman to sign Resolution #23-22: a plat of Lot 1 of Peterson Addition in the SE ¼ of Section 5, T110N, R49W of the 5<sup>th</sup> P.M., Brookings County, South Dakota.

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

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Resolution #23-23: a plat of Lot 1 in Block 2, Goodfellow Acre Addition in the Parcel 4 of the Plat of Government Lot 1 and in Government Lot 6 and in the West ½ of the Northeast ¼ and the West ½ of the E ½ of the Northeast ¼, all in Section 31, T112N, R51W of the 5<sup>th</sup> P.M., Brookings County, South Dakota.

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

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Resolution #23-24: a plat of Lots 2C and 4C, Block 2, Sunset Point Addition in Government Lots 3 & 4 of Section 22, Township 112 North, Range 47 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota.

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

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Krogman to sign Abatement #23-14: an abatement application made by the City of White for parcel #37275-00100-019-00 in the amount of \$22.55.

All members voted "aye." Motion carried.

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Krogman to sign Agreement #23-40: a Brookings County Detention Center Inmate Housing Contract between Brookings County and Lake County.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by VanderWal to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for the PPCC/POD Committee Department of Health grant reimbursement in the amount of \$3,512.35, receipt #00645224, to GL

line 226-4-222-4294. Background information was provided by County Development Director Robert Hill.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to approve the cost estimate for consideration of the reconstruction of the Big Sioux River diversion structure. Background information was provided by County Development Director Robert Hill.

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

Motion by Bartley, seconded by Hostler to approve changes to the Brookings County Personnel Manual, effective July 1, 2023. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to declare a conference room table as surplus property. Background information was provided by Commission Department Director Stacy Steffensen.

Motion by Bartley, seconded by Hostler to amend the motion to include disposal. Amendment carried. Main motion carried.

Commissioner Bartley said Brookings Behavioral Health & Wellness is going to apply for a CDBG grant but they need a sponsor for it. He said First District suggested that Brookings County sponsor it. Bartley said First District will draft the resolution and they can take action on it at an upcoming meeting.

By consensus, the board agreed to sponsor the CDBG grant for Brookings Behavioral Health & Wellness.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the Veterans Service Office had 93 appointments and attended seven outreach events.

Steffensen said a tentative Statewide Transportation Improvement Program Meeting will be held on Wednesday, June 28<sup>th</sup> at 10:00 a.m. at the First District offices in Watertown.

Steffensen said the commission received a notice of a permit application made by Ryan Companies to construct a new commercial/retail development by placing engineered fill material in the 2.75-acre of an unnamed tributary and abutting wetlands to the Big Sioux River. She said comments must be submitted by June 27<sup>th</sup>.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

## COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended two meetings at the City/County Government Center building.

Commissioner Bartley attended a Brookings Behavioral Health & Wellness board meeting; attended the City/County Safety Picnic; and attended a BEDC Meeting.

Commissioner Hostler attended the BCOAC RSO Appreciation Party.

Commissioner Jensen attended the City/County Safety Picnic and attended the BCOAC ROS Appreciation Party.

### EXECUTIVE SESSION

Motion by Hostler, seconded by VanderWal to enter into Executive Session at 9:28 a.m., in accordance with SDCL 1-25-2(1)(3), personnel and consulting with legal counsel. All members voted “aye”. Motion carried.

Motion by Bartley, seconded by VanderWal to come out of Executive Session at 10:45 a.m. All members voted “aye.” Motion carried. No action was taken.

### ADJOURNMENT

Motion by VanderWal, seconded by Hostler to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, July 11, 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 aid 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

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