

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, AUGUST 3, 2021**

The Brookings County Board of County Commissioners met in regular session on Tuesday, August 3, 2021 with the following members present: Larry Jensen, Angela Boersma, Lee Ann Pierce, Ryan Krogman and Michael Bartley.

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Pierce, seconded by Boersma to approve the agenda for the August 3, 2021 Commission meeting. All members voted "aye." Motion carried.

### **CONSENT AGENDA**

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

The consent agenda consisted of the minutes from the July 20, 2021 Commission Meeting.

Travel Requests: Commissioners Pierce, Boersma and Jensen to attend the Chamber's "Taste of Brookings" Annual Celebration on August 3<sup>rd</sup> in Brookings; Sonia Mack to attend Planning Meetings for State Fair events on August 11<sup>th</sup>-13<sup>th</sup> in Watertown; Sonia Mack to attend the State Fair on August 31<sup>st</sup> - September 6<sup>th</sup>; Courtney VanZanten to attend State Veteran Service Officer School on August 16<sup>th</sup>-19<sup>th</sup> in Pierre; Bart Sweebe to attend the 2021 Mental Health Summit on August 18<sup>th</sup>-19<sup>th</sup> in Oacoma, SD; Courtney VanZanten to attend the Legion National Convention on August 27<sup>th</sup>-September 3<sup>rd</sup> in Phoenix, AZ; Kevin Murfield to attend MOCIC Annual Conference and Training Session on August 31<sup>st</sup> - September 8<sup>th</sup> in Deadwood; Shawn Plowman to attend the Wild West Hackin' Fest Conference on September 21<sup>st</sup> - 24<sup>th</sup> in Deadwood; Amy Christensen, Mandi Cramer and Abby Jensen to attend NE South Dakota Family Violence Prevention Conference on October 20<sup>th</sup>-21<sup>st</sup> in Aberdeen.

Personnel Action Notices: annual review-Abigail Jensen to \$19.65, effective July 1, 2021; new hire-Mikala Fischer, part-time BCOAC Membership Assistant at \$16.34, effective July 23, 2021.

Cellular Authorizations: Courtney VanZanten- Data Plan at \$45/month.

### **ROUTINE BUSINESS**

#### ***Approval of Claims***

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

A&B Business Inc, Copier Contract, \$566.56; Amp Electric Construction, Hookup New HVAC Unit, \$232.88; Auto Pro, Patrol Vehicle Tent, \$125.00; Banner Associates, Construction/Design, \$23,053.90; Bartley, Michael, Sioux Falls To Washington Reim, \$2,414.33; TJ Bigge, Special Foods Contest, \$10.08; Biteler, David, Fuel Costs On Transport, \$47.29; Boarman Kroos Vogel Group, Det Center Exp Prof Services, \$7,881.00; Brookings Auto Mall Inc, Oil Change, \$59.90; Brookings City Finance, E911-March, April, May, \$82,166.76; Brookings Engraving, Laminated Decals, \$144.00; Buseth, Vicki, Oakwood Road District Election, \$56.00; Cabana Banners, Digital Print Vinyl Banners, \$760.00; Capital One, Capital One, \$119.44; Carquest Auto, Oil Filter & Shop Supplies, \$133.24; Century Business Products, Copier Contract, \$133.50; Century Link, Monthly Sheriffs Charges, \$149.17; City Of Brookings Landfil, Ticket#218627, \$5.28; City Of Brookings, Citco Building, 20th St Interchange, \$42,676.73; Civil Design Inc, Intersection Design, \$1,970.50; Dean Schaefer Court Repor, Inv MI Hearing, \$30.00; Travis Delafield, 24/7 Sobriety Program, \$1,420.00; Den-Wil Inc, Community Health Rent, \$960.00; Diamond Surfacing Inc, Pavement Rehabilitation, \$155,432.38; Digital Dolphin Supplies, Front Office Ink Cartridges, \$379.98; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$69.45; Executive Mgmt Finance Office, June Access Fee, \$73.25; Fastenal Company, Jail Filters, \$94.07; First District Association, 4th Quarter Dues, \$11,717.62; Fite, Pierce & Ronning Law, Court Appointed Attorney, \$663.30; Flint Hills Resources, Lp, Oil, \$213,445.13; Gass Law, Pc, Court Appointed Attorney, \$1,483.70; Jennifer Goldammer, Court Appointed Attorney, \$1,486.95; Patricia J Hartsel, Transcripts, \$433.60; Hill, Robert, Naco Annual Conference, \$2,635.62; Tim Hogan, Court Appointed Attorney, \$341.55; Hometown Service & Tire, Patrol Vehicle Repairs, \$185.00; Hy-Vee Food Store, Jury Meals/Refreshments, Inmate Rations, Event Supplies, Cake&Ice For Appreciation Dinner, \$21,133.33; IMEG Corporation, County Road 23, \$2,222.46; Infinite Welding And Mach, Repairs/Broached Key, \$1,082.93; Jackrabbit Tire & Service, Tire For Mower, \$66.03; Stacia Jackson, Court Appointed Attorney, \$1,759.45; Katterhagen, Mark, Involuntary MI Hearing, \$51.00; Kimball Midwest, Shop, \$170.72; Knutson, Doris, Oakwood Road District Election, \$56.00; L&L Auto & Truck Parts, Patrol Veh Misc Maintenance, \$16.94; Dana Larson, Involuntary MI Hearing, \$40.00; Lewno, Lucy, Involuntary MI Hearing, \$594.54; Darcy Lockwood, Involuntary MI Hearing, \$51.00; Mack, Sonia, 2021 Travel, \$181.02; Marshall & Swift/Boeckh, Annual Valuation Service, \$1,312.40; Donald Mccarty, Court Appointed Attorney, \$746.00; Meyer, Deven, 24/7 Sobriety Program, \$33.00; Midwest Glass, Camera Mount Adhesive, \$15.00; Sandra Namken, Honorarium-Special Foods Judge, \$185.28; Dan C Nelson, Summer Summit Reimbursement, \$1,747.54; Nancy J Nelson, Court Appointed Attorney, \$1,351.35; Office Peeps Inc, Paper, Index Divider Tabs, Labels, Office Supplies, \$726.59; One Office Solution, 3/21-7/21 Orders, \$1,141.04; Outlaw Graphics, Patrol Vehicle Decals, \$80.00; Pharmchem Inc, Sweat Patch Analysis, \$57.10; Prochem Dynamics LLC, Jail Supplies, \$1,130.23; Casey Raatz, 24/7 Sobriety Program, \$70.00; Pam Raeder, Honorarium-Special Foods Judge, \$150.00; Ramkota Inn, Spring Workshop, \$404.00; Rc First Aid, First Aid Kit Refills, \$113.00; Rick Ribstein, Court Appointed Attorney, \$415.80; Haley Ringkob, Special Foods Contest, \$10.08; Running's Supply Inc, Items For Courthouse, \$263.87; Schwenk, Ellen, Execution, \$329.81; SD Attorney General's Office, Monitoring Fees, \$3,683.00; SD Dept Of Public Safety, Teletype Service 7/1-12/31, \$2,340.00; SD Dept Of Transportation, Bridge Inspections, \$4,204.56; Connie Seward, Oakwood Road Dist Election, \$56.00; Skinner Striping, Touch-Up Stripes In Parking Lot, \$300.00; Reid Squires, Windshield Wiper Reimbursement, \$44.71; State 4-H Office Fair Pass, State Fair Parking & Admission, \$55.00; Sterzinger Construction, 10000 Ton Crushed Gravel, \$65,000.00; Sundem, Deb, Honorarium-Special Foods Judge, \$198.72; Anthony Teesdale, Court Appointed Attorney, \$1,579.05; Thomson Reuters - West, West Information

Charges, \$2,253.91; US Records Midwest, Stamp Pad, \$411.27; Steven Ust, Inspections, \$1,800.00; Van Diest Supply Company, Graslan, \$9,906.00; Verizon Wireless, Monthly Charges, \$40.01; Walburg, Duane, Animal Control Mileage, \$111.30; Water Works LLC, Softener Salt, \$119.76; Wells Fargo, Wells Fargo, \$514.02; Terry D Wiczorek Pc, Court Appointed Attorney, \$491.60; Yankton County Sheriff, Service Of Process, \$150.00; Marrisa Yonker, 24/7 Sobriety Program, \$23.00; Kara Zaug, Honorarium-Special Foods Judge, \$150.00; Brian Zielinski, Court Appointed Attorney, \$883.01.

### ***Department Head Reports***

Commissioner Jensen introduced and welcomed Veterans' Service Officer Courtney VanZanten to Brookings County. VanZanten thanked the board for the opportunity to serve as the County's Veterans' Service Officer. She said August will be a busy month for trainings so she plans to get out in the community starting in September.

Highway Superintendent Brian Gustad said the asphalt overlay project on 32<sup>nd</sup> Street South was completed.

Gustad said all of their projects for the year have been completed. He asked the board if they wanted to tour the county again like they have in the past. Commission Department Director Stacy Steffensen said she would get a date lined up.

Gustad said he received a letter from SDDOT Local Government Assistance stating they made the decision to cancel the 2021 striping project for the year instead of rebidding it. He said they are going to transfer those funds to FY2022.

Gustad said he received a letter from the SDDOT informing him that the RCP&E railroad has been given the notice to proceed with the new rail grade crossing signals on Cornell Avenue in Elkton.

Gustad said he received a letter from the SDDOT completely closing out the south bridge of the two bridges south of town that have been replaced. He said they are waiting for the letter completely closing out the north bridge.

Gustad said with all of the projects being completed and paid for, there is about \$230,000 left in the budget. Gustad recommended they look at repairing the road by Novita. He said he will present more information on costs at the next meeting.

County Development Deputy Director Richard Haugen said there is a County Planning & Zoning Meeting tonight at 8:00 p.m.

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

Huber said the BCOAC Advisory Board approved changing the hours of the facility. Starting September 1<sup>st</sup>, Huber said public range hours will be Tuesday through Thursday 3:00 p.m. to 8:00 p.m., Friday and Saturday from 1:00 p.m. to 8:00 p.m. and Sunday from noon to 5:00 p.m.

Huber said he is also going to start renting the bows.

### **REGULAR BUSINESS**

The Commissioner held the First Reading of Ordinance #21-05: an ordinance amending Ordinance #21-01: an ordinance establishing a County Housing & Redevelopment Commission for

the administration of HUD Section Eight (8) existing certificate, voucher, moderate rehabilitation and other related housing programs.

The Second Reading & Public Hearing will be Tuesday, September 7, 2021 at 9:30 a.m.

### **SCHEDULED AGENDA ITEM**

Motion by Boersma, seconded by Krogman to remove Agreement #21-87: Brookings County 34<sup>th</sup> Avenue (473<sup>rd</sup> Avenue) Line Relocation, Utility Relocation Agreement, Contribution in Aid of Construction, Sioux Valley Southwestern Electric Cooperative, Inc. from the table.

All members voted “aye.” Motion carried.

The original motion to approve the agreement was made by Boersma, seconded by Krogman at the July 20, 2021 commission meeting.

Manger of Engineering Michele Nielson was present for questions. Krogman asked if this can be delayed until they know for sure that the interchange project is moving forward. Nielson said they currently have two projects going on related to the interchange project. She said in addition to this agreement, they have another project with the SDDOT to perform work along 20<sup>th</sup> Street South.

Nielson said that line in question is in conflict with the interchange, as well as the work along 20<sup>th</sup> Street South. She said they have an agreement executed with the SDDOT to have that work completed prior to April 15, 2022. Because they are putting underground line there, Nielson said they have to have it done before the frost hits this fall and that is what’s driving the timeline.

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

### **REGULAR BUSINESS**

Motion by Boersma, seconded by Pierce to approve and authorize Chairperson Jensen to sign Resolution #21-33: a Bridge Improvement Grant Program Resolution authorizing submission of applications. Background information was provided by Highway Superintendent Brian Gustad.

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

### **RESOLUTION #21-33 BRIDGE IMPROVEMENT GRANT PROGRAM RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS**

WHEREAS, Brookings County wishes to submit an application(s) for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER(S) AND LOCATION(S):

06-248-040 on 200<sup>th</sup> St./CR 44, 3.5 N and 0.8 E of White

And WHEREAS, Brookings County certifies that the project(s) are listed in the county’s Five-Year County Highway and Bridge Improvement Plan\*;

And WHEREAS, Brookings County agrees to pay the 20% match on the Bridge Improvement Grant funds;

And WHEREAS, Brookings County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

Vote of Commissioners/Council:    Yes    5            No    0

Dated at Brookings, SD this 3<sup>rd</sup> day of August, 2021.

ATTEST:

Lori Schultz  
County Auditor/City Finance Officer

Larry Jensen  
Chairman/Mayor

Motion by Boersma, seconded by Krogman to remove Agreement #21-81: a One Chart Link partner agreement between Brookings County and Sanford from the table. All members voted “aye.” Motion carried.

The original motion to approve the agreement was made by Bartley, seconded by Boersma at the June 1, 2021 commission meeting.

States Attorney Dan Nelson said he spoke to Dr. Richard Hieb and he is withdrawing his consideration of the agreement and Sanford will move forward without it. He said this agreement would be null and void.

All members voted “nay.” Motion failed.

Motion by Krogman, seconded by Pierce to approve Change Order #006 for the Brookings County Detention Center project in the amount of \$24,484.00. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Bartley, seconded by Boersma to approve the purchase and installation of a new radio repeater in the City of Volga in the amount of \$20,802.50.

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

Motion by Bartley, seconded by Krogman to approve lighting upgrades at the Brookings County Outdoor Adventure Center in the amount of \$5,681.00.

Background information was provided by BCOAC Director Dustin Huber. Huber said these LED lights will be in the gun range and over the shooting lanes.

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

Motion by Boersma, seconded by Bartley to approve a spray foam installation project at the Brookings County Outdoor Adventure Center in the amount of \$18,870.00.

Background information was provided by BCOAC Director Dustin Huber. Huber said he took pictures of the roof and the roof is bubbling. He said the range is not sealed and this quote would cover the entire rim of the gun range. Huber said it will preserve the roof and save on utilities.

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

Motion by Krogman, seconded by Boersma to appoint Joel Price to the Housing & Redevelopment Commission to fill an unexpired term.  
All members voted “aye.” Motion carried.

The board discussed marijuana ordinances. States Attorney Dan Nelson said the county can prohibit by ordinance cultivation, manufacturing and testing of cannabis, but must allow for at least one dispensary. He said they will need to look at the framework to allow for a dispensary and suggested scheduling a study session.

By consensus, the board agreed to meet Tuesday, August 10<sup>th</sup> at 8:00 a.m.

### **SCHEDULED AGENDA ITEM**

Jeff Schaefer with Legislative Audit presented the written audit for FY2019.

Motion by Krogman, seconded by Boersma to approve the closing letter for the FY2019 audit.  
All members voted “aye.” Motion carried.

### **REGULAR BUSINESS**

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report.

Steffensen discussed upcoming dates with the board.

Steffensen said they need to schedule department head reviews. By consensus, the board agreed to conduct department head reviews on November 9<sup>th</sup> at 1:00 p.m.

Steffensen said she spoke with concerned citizens regarding the intersection of Highway 14 and County Road 23. Jensen suggested sending a letter of concern to the DOT from the County, City of Aurora and the Highway Patrol. Steffensen said she and Sheriff Marty Stanwick will draft a letter to send off to the SDDOT.

States Attorney Dan Nelson had nothing to report.

### **COMMISSIONERS’ REPORTS & DISCUSSION**

Commissioner Pierce had nothing to report.

Commissioner Bartley attended the City/County Safety Picnic and attended a Jail Expansion Meeting.

Commissioner Krogman attended the City/County Safety Picnic; attended the Housing & Redevelopment Commission Meeting; attended the BCOAC Advisory Board Meeting; met with Commission Department Director Stacy Steffensen, Deputy Finance Officer Jennifer Beller and Jeff Schaefer with Legislative Audit to go over the FY2019 Audit; and attended a BATA Meeting.

Commissioner Boersma attended a BEDC Meeting; attended the City/County Safety Picnic; attended an ICAP Special Board Meeting; attended a BEDC Board Strategic Planning Retreat Task Force Meeting; and attended 4-H Achievement Days to judge non-livestock exhibits.

Commissioner Jensen attended the City/County Safety Picnic and attended a BCOAC Advisory Board Meeting.

**EXECUTIVE SESSION**

Motion by Boersma, seconded by Krogman to enter into Executive Session at 10:49 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to come out of Executive Session at 11:42 a.m. All members voted “aye.” Motion carried. No action was taken.

**ADJOURNMENT**

Motion by Boersma, seconded by Krogman to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, August 17, 2021 at 8:30 a.m.

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Jenna Byrd  
Senior Finance Assistant  
Brookings County

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