

# BROOKINGS COUNTY COMMISSION MEETING

## TUESDAY, SEPTEMBER 19, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, September 19, 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 Hostler, seconded by Jensen to approve the agenda for the September 19, 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.

### CONSENT AGENDA

Motion by VanderWal, seconded by Bartley 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 September 5, 2023, Commission Meeting.

Travel Requests: Dave Biteler & Martin Stanwick to attend the Fall Sheriff's Conference on September 26<sup>th</sup>-28<sup>th</sup> in Aberdeen; Sonia Mack to attend a SDSU Extension Fall Conference on September 25<sup>th</sup>-28<sup>th</sup> in Pierre; Sonia Mack to attend a NAE4-HYDP Annual Conference on October 9<sup>th</sup>-13<sup>th</sup> in Pittsburgh, PA.

Personnel Action Notices: annual review- Alex Berkness to \$26.43, effective September 1, 2023; annual review- Cory deBlonk at \$23.47, effective September 1, 2023; annual review- Kaeley Dixon to \$23.47, effective September 1, 2023; voluntary resignation- Alyssa Norgaard, effective September 5, 2023; new hire- FT Correctional Officer Aaron Gunn at \$23.01, effective September 11, 2023; new hire- FT Correctional Officer Ashley Markham at \$23.01, effective September 11, 2023; new hire- FT Correctional Officer Dawson Drent at \$23.01, effective September 12, 2023; voluntary resignation- Brennan Mudder, effective September 22, 2023.

Human Services Report: case #23-186 for rent was denied; case #23-187 for rent was denied; case #23-197 for utilities was approved.

## ROUTINE BUSINESS

### *Approval of Claims*

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

AgFirst Farmers Coop, Propane Cylinders, \$28.80; Allegra Print & Imaging, Window Envelopes, \$334.42; Aragon, Antonio, Translation Services, \$37.50; Aragon, Martha A, Translation Services, \$50.00; Bowes Construction, RAP, \$933.18; Brookings City Utilities, Courthouse/Lawn Irrigation, Phone Service, Water For Truck Shed, Monthly Utilities/Fees, Water/Sewer/Elec/Telephone, BCOAC Utilities/Irrigation, \$22,239.02; Brookings Health System, August Blood Alcohol Testing, \$8,372.00; Brookings Register, Publications, \$1,970.38; Buhls Of Brookings Cleaning, Rug Rental, 2 Rugs For Building, Rug Maintenance, \$265.00; C&R Fire Suppression dba DVL Fire And Safety, Refill Fire Extin Rebuild Kit, \$37.00; Capital One, Achievement Days Supplies, \$248.90; Century Business Products, Copier Contract, \$264.91; City Of Brookings Landfill, Monthly Charges, \$259.37; City Of Brookings, 20th St Interchange Project, Shared Gov Center Costs, \$219,873.34; City Of White, Utilities For White Shop, \$330.49; Cook's Wastepaper & Recycling, Sept2023 Courthouse/BCOAC Service, Garbage/Waste Utilities, Sept 2023 Recycling, \$537.26; Courtesy Plumbing Inc, Fix West Ladies Toilet, Orifice, \$112.50; Dakota Data Shred, Paper Shredding Services, \$54.00; Department Of Revenue, \$715,231.56; Designarc Group, Courthouse Roof Replacement, \$4,812.50; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$212.65; Executive Mgmt Finance, July BIT Access, \$52.75; First Bank & Trust, Deputy Debit Cards, Kool Beans, Child Abuse Conference, Cortega Second Look, Fuel, Flipside Cork Panel, Binder, Drain Perf/Slot, \$2,188.18; Foerster Distributing, Janitorial Items For Courthouse, Kitchen Gloves, \$897.00; Guardian CPI, Inmate Storage Bags, \$790.30; Harmelink, Kelly, Reimbursement For RSO Certificate, \$66.00; Monica Henning, Translation Services, \$40.00; Hillyard/Sioux Falls, Jail Supplies, Jail Janitorial Supplies, \$2,706.40; Tim Hogan, Court Appointed Attorney, \$6,064.75; Hungerford Chiropractic, Instant Drug Testing, \$105.00; Imeg Corporation, Professional Services, \$1,490.00; Info Cubic LLC, Aug 2023 Employment Screenings, \$153.45; Interstate Telecom. Coop, Extension Phones, \$393.87; Stacia Jackson, Court Appointed Attorney, \$5,176.65; Dane Larsen, Overpayment On Aflac Premium, \$31.20; Lowe's, Shovel, Hammer, Dirt Sprinkler, Sanding Sponge, Ln Heavy Duty, \$1,308.80; Mack, Sonia, Aug/Sept Mileage, Camping, \$999.17; Matheson Tri-Gas Inc, Aragon, Acetylene, Oxygen, \$348.99; Mcleod's Printing & Office Supply, Rural Property Cards, \$140.32; Mediacom LLC, Sept Law Library Internet Service, \$156.90; Nancy J Nelson, Court Appointed Attorney, \$1,396.35; North Central International, Hose, \$122.98; Office Peeps Inc, Index Flags, Red Folders, Copy Paper, Desk, Color 1/3 Cut File Folders, Calculator Printer Paper, New Desk Build Supplies, Planner, Cartridges, Highlighters, Pens, Planners, Calendar, Desk Pad, \$7,992.71; Pharmchem Inc, Drug Patch Analysis, \$63.90; Prochem Dynamics LLC, Jail Supplies, \$209.38; South Dakota Public Health, August Blood Tests, \$2,140.00; Qualified Presort Service, Mail Pick-Up, \$49.97; RDO Equipment Co, Grapple, Bucket, Loader, \$475,172.00; RFD Newspapers Inc, Publications, \$3,930.63; Rick Ribstein, Court Appointed Attorney, \$6,414.18; Running's Supply Inc, Utility Hose, Ball Mount, Ammo & Magazine For The Sig, K9 Dog Food, \$480.72; Satellite Tracking Of People, GPS Monitoring, \$1,072.50; Schneider Geospatial LLC, 3rd Quarter Beacon Hosting, \$3,153.00; SD Attorney General's Office, 24/7 Sobriety Program, \$3,427.00; SD Dept Of Transportation, Bridges, \$26,113.21; SD Police Chiefs' Association, Deputy Testing, \$196.00; SDACO, ROD Modernization & Preservation Fund, \$828.00; Sign Solutions USA, Alum Stiffener, \$259.90; Sterzinger Crushing Inc, 2400 Tons Of 8' Minus Rock, \$26,400.00; Sturdevant's Auto Parts, Spark Plug, Prime Yellow, Hose, Air Brake, \$152.50; Teesdale Law Office PLLC, Court Appointed Attorney,

\$6,890.80; Thomson Reuters - West, August West Information Charge, \$1,235.93; Titan Machinery, Drum, \$3,560.00; Trane Us Inc, Replace UC 600 On MAU-1, \$3,916.52; Trinity Services Group, Inc, Inmate Meal Services, \$3,834.13; Turner County Emergency, SDEMA Certified Emergency Manager, \$25.00; Vandenberg Law, Court Appointed Attorney, \$2,407.00; VS/ADRDL, Animal Autopsy, \$71.40; Walburg, Duane, Animal Control Mileage, \$95.76; White Cap, Mastic, \$1,387.50; WW Tire Service Inc, Patrol Vehicle Maint/Repairs, \$31.00; Yankton County Treasurer, Mental Illness Charges, \$135.00; Youngberg Law, MI CAA Compensation&Expenses, \$214.00; Brian Zielinski, Court Appointed Attorney, \$9,117.70.

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

Highway Superintendent Brian Gustad said there is a progress meeting today at 10:00 a.m. for the project south of town. Gustad said paving was completed on County Road 38.

County Development Director Robert Hill said there was a chemical spill on September 7<sup>th</sup>. Hill said he attended the SDACC Annual Conference, the SDOEM Emergency Management Conference, and a Flood Risk Meeting.

Hill said yesterday was the deadline for a Point of Dispensing grant to be submitted. He said the grant is for \$3,000.

Hill discussed upcoming dates.

Krogman congratulated Hill for being named the 2023 Emergency Manager of the Year.

### ***Finance Officer's Report***

The Finance Officer's Report was presented to the board for the month of August 2023.

#### ***August 2023***

Total amount of deposits in banks.....	\$30,633,713.47
Total amount of actual cash: Currency.....	\$1,608.00
Coins.....	\$1.98
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...	\$43,911.80
Itemized list of all other items.....	\$342,572.17
TOTAL.....	\$31,021,807.42

Commissioner/HR/Veterans: \$43,839.54; Finance Office: \$34,229.34; States Attorney/Welfare: \$42,459.09; Equalization: \$30,355.97; Register of Deeds: \$15,114.30; Sheriff's Office: \$223,641.82; Coroner: \$813.54; Community Health: \$2,816.03; Extension: \$3,303.88; Weed: \$9,249.08; Planning/Zoning: \$10,668.17; Highway: \$87,672.62; Emergency Management: \$6,834.70; BCOAC: \$11,818.06; Technology: \$15,538.41.

AFLAC: \$4,301.16; Avesis: \$1,641.97; Office of Child Support: \$399.00; Delta Dental: \$7,532.64; Flex One: \$1,874.98; Principal Life Insurance: \$1,637.20; Local Teamsters: \$1,444.00; SDRS: \$63,468.80; SDRS Supplemental: \$4,249.00; EFTPS: \$118,502.69; Wellmark: \$112,293.08.

Be it noted, the Register of Deeds Statement of Fees collected for the month of August 2023 in the amount of \$38,071.00 was presented to the board.

### *Third Quarter Transfers*

Motion by Hostler, seconded by VanderWal to approve the Third Quarter Transfers per budget appropriations:

From General Fund 101-4-911-4294 to Highway & Bridge Fund 2013-371-0000 in the amount of \$464,384.50.

From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$40,833.50.

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.

### **REGULAR BUSINESS**

The board held a First Reading of Ordinance #23-01: an Ordinance for the Amendment of Ordinance 2015-03 which Re-Adopted the 1997 Revised Zoning Ordinance as Amended: Article IV Chapter 4.02 “Commercial/Industrial Districts,” Section 4.02.01 - “Permitted Uses” and Section 4.02.02 - “Conditional Uses,” Adopted by Ordinance 2018-03.

The Second Reading will be Tuesday, October 10<sup>th</sup> at 9:00 a.m.

Motion by Bartley, seconded by Jensen to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-38: a plat of Lots 1A and 2A of Highland Addition in Government Lot 4 of Section 28, Township 109 North, Range 50 West of the 5<sup>th</sup> Principal Meridian, Brookings, South Dakota.

Background information was provided by County Development Director Robert Hill.

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

Motion by Hostler, seconded by Bartley to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-39: a plat of Lots 13, 14, and 15 Cedar Pointe Addition in Government Lot 3 of the NW ¼ of Section 28, Township 109 North, Range 50 West 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: VanderWal “aye,” Bartley “aye,” Jensen “aye,” Hostler “aye,” Krogman “aye.” Motion carried.

Motion by VanderWal, seconded by Jensen to approve and authorize Chairperson Krogman to sign Resolution #23-40: a Resolution Amending Resolution #22-67: a Resolution Setting the Official Pay Plan for 2023.

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.

### **RESOLUTION #23-40 AMENDING RESOLUTION #22-67 AND A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2023**

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

That the official Pay Series and Management Salary Compensation be amended as indicated in the attachments hereto is administered for the year 2023 to become effective September 23, 2023.

Passed and approved this 19<sup>th</sup> day of September 2023.

Ryan Krogman  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

<b>Brookings County Outdoor Adventure Center</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Office Manager	1	N-5
PT Membership Assistant	4 (8 @ .5)	N-3 (Steps 1 & 2 only)
<b>Commission Department</b>	<b>FTE</b>	<b>GRADE</b>
Commission Department Director	1	E-13
County Commissioners	2.5 (5 @ .5)	30% Grade 12 (Step 1 only)
Information Technology Administrator	1	N-11
GIS Technician	1	N-9
HR Generalist	1	N-9
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-4
<b>County 4-H</b>	<b>FTE</b>	<b>GRADE</b>
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Steps 1 & 2 only)
<b>County Health</b>	<b>FTE</b>	<b>GRADE</b>
Office Coordinator	1	N-5
<b>County Development Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5
<b>Equalization Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-7
Office Coordinator	2	N-5
<b>Finance Department</b>	<b>FTE</b>	<b>GRADE</b>
Finance Officer	1	E-12
Deputy Finance Officer	1	N-9
Finance Specialist	2	N-7
Finance Technician	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	N-1 (Steps 1 & 2 only)

<b>Highway Department</b>	<b>FTE</b>	<b>GRADE</b>
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
<b>Register of Deeds</b>	<b>FTE</b>	<b>GRADE</b>
Register of Deeds	1	E-11
Deputy Register of Deeds	1	N-6
Office Coordinator	1	N-5
<b>Sheriff's Department/Jail</b>	<b>FTE</b>	<b>GRADE</b>
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-12
Detention Center Nurse	1	N-11
Deputy-Sergeant	3	N-11
Deputy	11	N-9
Courtroom Sheriff's Deputy	1	N-9
Shift Lead/Corporal Correctional Officers	4	N-7
Correctional Officer	17	N-6
Office Technician	1	N-6
Office Coordinator	1	N-5
PT Deputy Sheriff	1 (2 @ .5)	N-9 (Steps 1 & 2 only)
PT Correctional Officer	3 (6 @ .5)	N-6 (Steps 1 & 2 only)
Coroner	.15	15% Grade 11 (Step 1 only)
PT Detention Center Nurse	.25	N-11 (Step 1 only)
Animal Control Officer	.25	N-9 (Step 1 only)
Jail Greeter	.5	N-1 (Step 1 only)
<b>State's Attorney</b>	<b>FTE</b>	<b>GRADE</b>
State's Attorney	1	E-19
Chief Deputy State's Attorney	1	E-16
Deputy State's Attorney	1	E-13
Legal Assistant	4	N-7
Human Services Assistant	1	N-6
Office Manager	1	N-5
<b>Weed Department</b>	<b>FTE</b>	<b>GRADE</b>
Supervisor	1	E-7
Truck Driver	1 (2 @ .5-split employee)	N-5
Seasonal Workers	1 (2 @.5)	N-3 (Steps 1 & 2 Only)

N=Non-Exempt Position; E=Exempt Position

### 2023 Wage Ranges

Pay Grade	Minimum	Mid-Point	Maximum
1	\$33,724	\$37,978	\$42,770

2	\$36,169	\$40,732	\$45,871
3	\$38,791	\$43,685	\$49,196
4	\$41,603	\$46,852	\$52,763
5	\$44,620	\$50,249	\$56,588
6	\$47,855	\$53,892	\$60,691
7	\$51,324	\$57,799	\$65,091
8	\$55,045	\$61,990	\$69,810
9	\$59,036	\$66,484	\$74,872
10	\$63,316	\$71,304	\$80,300
11	\$67,906	\$76,473	\$86,121
12	\$72,829	\$82,018	\$92,365
13	\$78,110	\$87,964	\$99,062
14	\$83,772	\$94,341	\$106,244
15	\$89,846	\$101,181	\$113,946
16	\$96,360	\$108,517	\$122,208
17	\$103,346	\$116,384	\$131,068
18	\$110,838	\$124,822	\$140,570
19	\$118,874	\$133,872	\$150,761

**Percentage Based Positions**

E	County Commissioners	\$21,849
E	Coroner	\$10,186

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Krogman to sign an addendum to the Teamsters Local 120 Collective Bargaining Agreement (Agreement #22-52), the Sheriff’s Union Contract.

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 Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Resolution #23-41: a Resolution to continue support for the First District Association of Local Governments during Fiscal Year 2024 (October 1, 2023 - September 30, 2024).

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.

**RESOLUTION #23-41**  
**A RESOLUTION TO CONTINUE SUPPORT FOR THE**  
**FIRST DISTRICT ASSOCIATION OF LOCAL**  
**(OCTOBER 1, 2023 - SEPTEMBER 30, 2024)**

The Brookings County Board of County Commissioners, having adopted and signed a Joint Cooperative Agreement on the 6<sup>th</sup> day of April 1972, creating the First Planning and Development District, Model Rural Development Program, do hereby agree to renew their participation in the Joint Cooperative Agreement for FISCAL YEAR 2024 (October 1, 2023 - September 30, 2024). To support the Joint Cooperative Agreement and the activities of the District staff, the Brookings County Board of County Commissioners will provide \$51,216.75 to the First District Association of Local Governments during the aforementioned FISCAL YEAR 2024 period.

Passed this 19<sup>th</sup> day of September 2023.

Ryan Krogman  
Chair  
Brookings County Commission

ATTEST:

Lori Schultz  
Brookings County Finance Officer

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Resolution #23-42: a Resolution authorizing the purchase of a 2023 John Deere 744P based upon the price established through the State of Minnesota bid process.

Background information was provided by Highway Superintendent Brian Gustad.

Roll call vote: VanderWal “aye,” Bartley “aye,” Jensen “no,” Hostler “aye,” Krogman “aye.” Motion carried.

**RESOLUTION #23-42**  
**A RESOLUTION AUTHORIZING THE PURCHASE OF 2023 JOHN DEERE 774P BASED**  
**UPON THE PRICE ESTABLISHED THROUGH STATE OF MINNESOTA BID PROCESS**

WHEREAS, the Brookings County Highway Department will need 2023 WHEEL LOADER; and

WHEREAS, STATE OF MINNESOTA has recently gone through a competitive bidding process for 2023 WHEEL LOADER, such bidding process culminating in the bids being opened on August 16, 2023.

WHEREAS, RDO Equipment Co, was the lowest responsible bidder under such STATE OF MINNESOTA, bid process and, RDO Equipment Co is willing to sell to Brookings County under the same terms and options as available to STATE OF MINNESOTA, a copy of such bid specifications and bid having been filed at the Brookings County Finance office; and



WHEREAS, pursuant to SDCL 5-18A-22, Brookings County is authorized to purchase supplies or services from any active contract that has been awarded by any governmental entity by competitive sealed bids or competitive seals proposals or from any contract that was competitively solicited and awarded within the previous twelve months;

NOW THEREFORE BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to contract for 2023 JOHN DEERE 774P, with RDO Equipment Co based upon the bid price, or less, as established through the competitive bidding process of STATE OF MINNESOTA.

Adopted this 19<sup>th</sup> day of September, 2023.

Jenna Byrd  
Finance Specialist  
Brookings County

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-50: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Eureka Township.

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 #23-51: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Sterling Township.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-52: an agreement for voluntary right-of-way donation between Brookings County and Lynn Hartenhoff.

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 #23-53: an agreement for voluntary right-of-way donation between Brookings County and Hartenhoff Land Trust.

Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-54: an agreement between Brookings County and Catalis Payments to provide credit card services for Brookings County.

Background information was provided by Finance Officer Lori Schultz.

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

Motion by Hostler, seconded by Jensen to approve and authorize Chairperson Krogman to sign the Acknowledgement and Certification required by Executive Order 2023-13 for the South Dakota Department of Transportation.

Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by VanderWal to approve the Community Development & Housing Needs Assessment Plan for Brookings County as part of the Community Development Block Grant application submission.

Background information was provided by Commissioner Bartley. All members voted “aye.” Motion carried.

Motion by Jensen, seconded by VanderWal to approve a request from the Fire Department Long Term Fund for \$18,000 to the Hendricks Fire Department for a fire truck chassis.

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 Hostler, seconded by Jensen to approve and authorize Chairperson Krogman to sign a Request to Fill Vacancy for a full-time correctional officer in the Detention Center.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report and the Veteran Service Officer’s Report.

Steffensen said County Development Director Robert Hill held discussion with Bruce Fire Chief Rich Stokes about funding for a generator at the Brue Fire Hall. She said their existing generator is on its last leg. Steffensen asked the board if they were interested in using Commission Projects funding for.

Jensen asked if the generator would be used solely for the fire department. Hill said he believes it is but it’s also for the siren in town. Jensen asked if it would be a permanent fixture or temporary. Hill said the generator would be permanent. Krogman asked if Stokes could come to the next meeting and make a formal request.

Steffensen said she would get that scheduled.

Steffensen said she is looking for consensus to apply for a small courthouse security grant for another camera. By consensus, the board gave Steffensen permission to apply for the grant.

Steffensen updated the board on the Rural Access Infrastructure Fund program. She said five townships submitted their 5-year plan to the county so she will begin working with them to meet their next deadline.

Steffensen discussed upcoming dates.

#### **PUBLIC HEARINGS – 9:00 A.M.**

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign a Special Events License for J & A Diedrich, LLC dba Jay Street Pub for an event at Bennett Barn on Saturday, September 30, 2023.

Chairperson Krogman opened the public hearing and called for proponents. Owner Andrea Diedrich was present for questions.

Chairperson Krogman closed the public hearing.

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

Motion by VanderWal, seconded by Hostler to approve the amendments to the FY2024 Provisional Budget.

Chairperson Krogman opened the public hearing and called for proponents and opponents. Hearing none, Chairperson Krogman closed the public hearing.

Background information was provided by Commission Department Director Stacy Steffensen.

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

FY2024 Provisional Budget Changes						
Budget Line Item	Description	Department	From	To	Revenues	Expenses
Current Property Tax Levy	Tax Amount Change - Utilities & Growth	101-311		14,478,517	\$ 14,477,548	\$ 969
101-4-212-4110	Detention Center Salaries	101-212	\$ 1,904,608	\$ 1,903,640		\$ 968
101-3-369-0000	Miscellaneous Revenue	101-369	\$ 512,769	\$ 512,719	\$ 50	
Less 5%	Less 5% per SDCL 7-21-18	NA	\$ 920,703	\$ 920,652		\$ 51
			<b>General Fund</b>	<b>Total Changes</b>	<b>\$ 1,019</b>	<b>\$ 1,019</b>
				<b>Net Change</b>	<b>\$ -</b>	
Current Property Tax Levy	Tax Amount Change - Utilities & Growth	301-311	\$ 373,902	\$ 373,877	\$ 25	
301-4-161-4295	Courthouse Building	301-161	\$ 282,912	\$ 282,887		\$25
301-3-361-0000	Miscellaneous Revenue	301-361	\$ 35,000	\$ 34,998	\$ 2	
Less 5%	Less 5% per SDCL 7-21-18	NA	\$ 21,293	\$ 21,291		\$ 2
			<b>Building Fund</b>	<b>Total Changes</b>	<b>\$ 27</b>	<b>\$ 27</b>
				<b>Net Change</b>	<b>\$ -</b>	
<b>301 - County Building Fund</b>	<b>Miscellaneous was accidentally placed in Fines &amp; Forfeits on Provisional Budget. Corrected for Annual Budget.</b>					
<b>Levy Change</b>	<b>Description</b>		<b>From</b>	<b>To</b>	<b>Change</b>	
General Fund Levy	Change in levy due to utilities		\$ 3.745	\$ 3.774	\$ 0.029	
County Building	Change due to utilites		\$ 0.097	\$ 0.097	\$ -	
Jail Expansion Levy	Change due to overal valuation change		\$ 0.131	\$ 0.133	\$ 0.002	
Total Levy Change	Overall change to levy		\$ 3.973	\$ 4.004	\$ 0.031	

Motion by Bartley, seconded by Jensen to approve Resolution #23-37: adoption of the FY2024 Annual Budget for Brookings County, South Dakota.

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.

**RESOLUTION #23-37**  
**ADOPTION OF THE 2024 ANNUAL BUDGET FOR**  
**BROOKINGS COUNTY, SOUTH DAKOTA**

WHEREAS, SDCL 7-21-5 through 13 provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all charges, eliminations and additions have been made thereto.

NOW THEREFORE BE IT RESOLVED, that such Provisional Budget as amended and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE ANNUAL BUDGET OF THE APPROPRIATIONS AND EXPENDITURES for Brookings County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2024 and ending December 31, 2024 and the same was hereby approved and adopted by the Board of County Commissioners of Brookings County, South Dakota, on the 19<sup>th</sup> day of September, 2023. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Finance Officer, Brookings County, South Dakota. The accompanying taxes are levied by Brookings County for the year January 1, 2024, through December 31, 2024.

<u>COUNTY LEVIES</u>	<u>DOLLARS</u>	<u>\$1,000</u>
General Fund	\$14,477,548	\$3.774
County Building Fund	\$ 373,877	\$0.097
Jail Expansion	\$ 508,300	\$0.133
<u>TOTAL</u>	<u>\$15,359,725</u>	<u>\$4.004</u>

BOARD OF COUNTY COMMISSIONERS OF BROOKINGS COUNTY, SOUTH DAKOTA

<u>Ryan Krogman</u>	Chairperson
<u>Larry Jensen</u>	Vice-Chairperson
<u>Michael Bartley</u>	Commissioner
<u>Shawn Hostler</u>	Commissioner
<u>Kelly VanderWal</u>	Commissioner

ATTEST:

Lori Schultz  
Brookings County Finance Officer

**REGULAR BUSINESS**

States Attorney Dan Nelson had nothing to report.

**COMMISSIONERS' REPORTS & DISCUSSION ITEMS**

Commissioner VanderWal attended a meeting with Banner Associates regarding 214<sup>th</sup> Street; attended the September 11<sup>th</sup> Special Commission Meeting; and attended the SDACC Annual Conference.

Commissioner Bartley attended a Joint City/County Planning Meeting; attended a County Planning & Zoning Meeting; attended the Brookings Behavioral Health & Wellness Meeting; attended a First District Golf Mixer; attended the September 11<sup>th</sup> Special Commission Meeting; and attended a BEDC Meeting.

Commissioner Jensen met with City of Aurora officials to discuss road closures and detours for their sewer project next year; attended a meeting with Banner Associates regarding 214<sup>th</sup> Street; and attended a FEMA Flood Plain Meeting.

Commissioner Hostler attended a Courthouse Meeting; attended a Public Affairs Meeting; attended the September 11<sup>th</sup> Special Commission Meeting; and attended the SDACC Annual Conference.

Commissioner Krogman attended the September 11<sup>th</sup> Commission Meeting and attended the SDACC Annual Conference.

**EXECUTIVE SESSION**

Motion by VanderWal, seconded by Hostler to enter into Executive Session at 9:16 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 VanderWal, seconded by Hostler to come out of Executive Session at 10:33 a.m. All members voted “aye.” Motion carried. No action was taken.

**ADJOURNMENT**

Motion by Bartley, seconded by Hostler to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, October 10, 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 or 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.

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Jenna Byrd  
Finance Specialist  
Brookings County

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