

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, OCTOBER 18, 2022**

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 18, 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.

### **CITIZENS INVITATION**

City of Brookings resident Jeanette Gibbons asked the board to hand count the ballots for the upcoming General Election.

### **APPROVAL OF AGENDA**

Motion by Pierce, seconded by Bartley to approve the agenda for the October 18, 2022 Commission Meeting. All members voted "aye." Motion carried.

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

Jeff Anderson - 30 years of service; Lynn Cramer - 10 years of service; Stacy Steffensen - 20 years of service; Danica Thor - 5 years of service; Lori Schultz - 30 years of service.

### **CONSENT AGENDA ITEMS**

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 October 4, 2022 Commission Meeting.

Travel Requests: Kevin Murfield to attend SIDS Training on October 3<sup>rd</sup> in Brookings; Dave Biteler to attend the South Dakota Sheriff's Fall Conference on October 12<sup>th</sup>-13<sup>th</sup> in Aberdeen; Sonia Mack to attend NE 4-H Advisor Workdays on October 19<sup>th</sup>, November 16<sup>th</sup>, and December 21<sup>st</sup> in Milbank; Sonia Mack to attend a DASH Mixer on December 3<sup>rd</sup> in Watertown; Robert Hill to attend NACO's 2022 Fall Board Meeting & Large Urban County Caucus Symposium on November 30<sup>th</sup>-December 3<sup>rd</sup> in Chicago, IL.

Human Services Report: case #22-176 for a burial was approved; case #22-200 for a burial was approved; case #22-201 for a burial was approved; case #22-202 for utilities was approved;

case #22-203 for rent was approved; case #22-204 for emergency was approved; case #22-205 for rent was approved; case #22-206 for rent was approved; case #22-207 for utilities was approved.

## ROUTINE BUSINESS

### *Approval of Claims*

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

1000 Bulbs, Materials For Christmas Lights, \$1,255.66; A&B Business Inc, Copier Contract, \$384.70; Allegra Print & Imaging, Envelopes, \$327.40; Aragon, Martha A, Translation Services, \$50.00; Auto Value Parts Stores, Spark Plug/All Climate Quarte, \$30.15; Brookings Auto Mall Inc, Patrol Vehicle Maint/Repairs, \$161.42; Brookings City Utilities, CH/CH Lawn Irrigation/1921 Bldg, Phone Service, Water/Sewer/Electric/Tele, Monthly Utilities, BCOAC, Water For Truck Shed, COP Utilities, \$17,286.91; Brookings County Finance, Title/License/Mailing, \$24.20; Brookings Engraving, Jail Signage, \$66.00; Brookings Inn, COP Rent, \$225.00; Brookings Public Library, Library Services-4th Quarter, \$6,250.00; Brookings Register, Publications, \$1,347.57; Buhls Of Brookings Cleaning, Jail Janitorial Supplies, Rug Rental, 3 Rugs, \$206.50; Capital One, State Fair Supplies, \$59.08; Carquest Auto, Air Filter/Starter/Tools, Antifreeze For Winterizing Equipment, \$1,005.03; Century Business Products, Copier Contract, \$544.68; Chapman, Beverly, Fall Convention Dinner, \$20.00; Cintas Corporation, Uniforms, \$232.62; City Of Brookings Landfill, Tires/Refridge From Road Ditch, \$72.00; City Of Brookings, Landfill Charges, 20th St Interchange Project, Shared Gov Center Costs, \$238,878.93; Civic Plus, Annual Fee Renewal, \$8,031.65; Cook's Wastepaper & Recycling, BCOAC/Courthouse Service, Garbage/Waste Utilities, SingleStreamService At BCOAC, \$612.12; Dakota Data Shred, Shredding Pick Up, 2022 Equipment Rental, Paper Shredding Services, \$163.04; Dakota Fluid Power Inc, Shop Compressor Repair Parts, \$977.50; Dan P. Feldhaus Reporting, Court Reporting, \$30.40; Dave's Handyman Service, Remove Door Frame/Infill Opening, \$2,525.74; Dean Schaefer Court Reporting, Inv MI Hearings, \$30.00; Diamond Mowers Inc, Filter Assembly, \$291.27; Eidsness Funeral Home, Coroner, COP Burial, \$6,150.00; Executive Mgmt Finance, Microfilm Storage, \$9.18; First Bank & Trust, Deputy Expenses, \$905.83; Fite & Pierce Law Office, Court Appointed Attorney, \$1,858.40; Foerster Distributing, Jail Janitorial Supplies, \$184.00; Foerster Distributing, Janitorial Items For Courthouse, Janitor Supplies, \$446.00; Gross, Linda, Postage For Certified Letter, \$8.09; Guardian Fleet Safety, Deputy Patrol Car Equipment, \$1,279.07; Guardian RFID, Inmate ID Wristbands, \$703.50; Patricia J Hartsel, Transcription, \$430.00; Henry Carlson Company, Jail Expansion&Remodel Project, \$207,226.00; Hometown Service & Tire, Patrol Vehicle Maint/Repairs, \$232.38; I State Truck Center, Coolant/Plug, \$121.59; Info Cubic LLC, Employment Screenings, \$146.00; Interstate Power System, Harness/Oil Seal/Tube, \$320.09; Interstate Telecom. Coop, Extension Phones, \$391.46; Kibble Equipment LLC, Grease/Seal Kit, \$315.78; Kimball Midwest, Shop, \$288.44; Kingbrook Rural Water, Water Sinai, \$36.00; L&L Auto & Truck Parts, New Patrol Car Wiring, \$201.53; Lewis Drug Store, Inmate Liable Medications, \$2,639.80; Locators & Supplies, Jackets/Gloves, \$222.59; Lowe's, Locks/Supplies For Events, \$223.05; Matheson Tri-Gas Inc, Oxygen, \$45.85; Maximum Promotions, Labor&Pole/Flags&Arrangement, \$14,140.32; Donald Mccarty, Court Appointed Attorney, \$1,462.00; McLeod's Printing & Office, Combined Absentee Ballot Set, Patrol POA Envelopes, \$844.26; Mediacom LLC, Sept Law Library, \$147.43; Midwest Glass, New Patrol Vehicle, \$16.25; Mills Property Management, COP Rent, \$900.00; Moriarty Rentals, COP Rent, \$650.00; National Test Systems, 24/7 Supplies, \$2,425.00; Northwestern Energy, Natural Gas Usage, \$19.82; Office Of Child & Family, 4th Quarter Public Health Nurse, \$2,790.00; Office Peeps Inc,

Paper/Pens/Cartridge/Calculator, Office Supplies, Velcro Fasteners, Office Chair/Appt Book/Envelopes, Desk Shelf, Jail Supplies, Mechanical Pencils/Correction, Paper, Planner, \$2,315.37; David Olson, COP Rent, \$800.00; Parmely, Ronny, Mileage For Extension Board Meeting, \$14.28; Pennington County Jail, Inmate Transport, \$92.54; Jennifer Pickard, Mileage For Extension Board Meeting, \$15.30; Prahm Construction, Inc, 3rd Pay Request, \$78,257.04; Printglobe LLC, Ornaments For Volunteers/Board, \$503.17; Prochem Dynamics LLC, Jail Janitorial Supplies, \$1,315.55; South Dakota Public Health, Sept Blood Tests, \$2,940.00; Qualified Presort Service, Mail Pick-Up, \$61.74; Ramkota Hotel, Rooms For SDAAO Assessor School, \$1,960.00; RFD Newspapers Inc, Publications, \$2,166.64; Rick Ribstein, Court Appointed Attorney, \$762.55; Running's Supply Inc, Archery Supplies, Locks, Decor, \$83.37; S&S Worldwide, Craft Supplies For Santa Night, \$82.93; Safety Benefits Inc, Registration For Safety&Loss, \$150.00; Satellite Tracking Of People, GPS Monitoring, \$672.75; SD Attorney General's Office, 24/7 Sobriety Program, \$3,437.00; SD Dept Of Transportation, Progress Billing, \$2,523.41; SDACC, 4th Qtr Clerp Payment, \$1,872.00; SDSU Extension Service, Fleet & Travel Charges, \$168.68; Southpaw Defense, Basic Pistol Class, \$315.00; Laura Stern, Mileage For Extension Board Meeting, \$10.71; Thomson Reuters - West, Billing Period 9/1-9/30, \$577.08; Susan Vanderwal, Mileage For Extension Board Meeting, \$15.30; Walburg, Duane, Animal Control Mileage, \$130.20; Yankton County Sheriff, Service Of Process, \$100.00; Brian Zielinski, Court Appointed Attorney, \$1,259.75.

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

BCOAC Director Dustin Huber updated the board on attendance and events being held at the facility. Huber said there is money left in the budget to epoxy the floor in the gun range and will get that action item on the agenda for the next meeting.

County Development Director Robert Hill said he attended the Joint City/County Planning & Zoning Public Haring; attended a regular scheduled Planning & Zoning Meeting; and filed for party status with the South Dakota Public Utilities Commission for a proposed carbon dioxide pipeline in Brookings County.

Hill discussed upcoming dates. Jensen asked if there is an established route or proposed route for the CO2 pipeline. Hill said there is a proposed route and he has that information in his office. Hill noted that Brookings County is not the entity that permits underground utilities. Pierce asked if that is just a Brookings County ordinance, or if other counties permit underground utilities.

Sheriff Marty Stanwick said there are 31 inmates in jail: seven inmates from Moody County and one inmate from Lake County. Stanwick said there are 122 individuals participating on the 24/7 program. Stanwick said he gave two presentations on fraud and scams going on in Brookings County.

Stanwick said the Human Rights Commission will be meeting at the Sheriff's Office and he will give a tour when that's done. Stanwick said they are gearing up for Hobo Days.

Finance Officer Lori Schultz said real estate taxes are due at the end of the month and post-marked is acceptable. Schultz said the deadline to register to vote is Monday, October 24<sup>th</sup> by 5:00 p.m. She said they've had 1,218 votes cast so far. Schultz said the mock election will take place on Thursday, October 20<sup>th</sup> and October 27<sup>th</sup>.

Schultz said the 2023 liquor license applications are due back on Friday, October 21<sup>st</sup>.

Schultz said the office has been very busy with motor vehicle transfers.

Pierce asked Schutlz if she would put together a report that shows taxes on commercial properties from two years ago, present, and going forward.

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

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

#### *September 2022*

Total amount of deposits in bank.....	\$30,355,934.30
Total amount of actual cash: Currency.....	\$7,450.00
Coins.....	\$3.50
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days....	\$102,127.55
Itemized list of all other items.....	\$45,672.19
TOTAL.....	\$30,511,187.54

Commission/HR/Veterans: \$56,335.01; Elections: \$400.68; Finance Office: \$47,990.61; States Attorney/Welfare: \$71,266.62; Equalization: \$41,484.80; Register of Deeds: \$21,296.27; Sheriff's Office: \$290,687.21; Coroner: \$1,064.79; Community Health: \$3,874.81; Extension: \$4,803.62; Weed: \$7,672.82; Planning/Zoning: \$14,835.96; Highway: \$125,703.63; Emergency Management: \$9,668.86; BCOAC: \$16,393.88; Technology: \$21,697.20.

AFLAC: \$3,470.22; Aveis: \$1,636.42; Office of Child Support: \$399.00; Delta Dental: \$7,371.42; Flex One: \$1,655.00; Principal Life Insurance: \$1,691.96; Local Teamsters: \$1,284.00; SDRS: \$91,154.54; SDRS Supplemental: \$4,680.00; EFTPS: \$166,325.01; Wellmark: \$111,554.43; AFLAC Group/CAIC Primary: \$215.54.

Be it noted, the expenditure adjustments for the month of September 2022 was presented to the board. \$10,591.44 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of September 2022 in the amount of \$43,849.00 was presented to the County Commission.

### **REGULAR BUSINESS**

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Boersma to sign Resolution #22-49: a resolution declaring a fire danger emergency in Brookings County and prohibiting open burning. Background information was provided by County Development Director Robert Hill and Sheriff Marty Stanwick.

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

#### **Resolution #22-49**

#### **A RESOLUTION DECLARING A FIRE DANGER EMERGENCY IN BROOKINGS COUNTY AND PROHIBITING OPEN BURNING**

WHEREAS, due to the lack of current moisture in Brookings County, a fire danger emergency now exists within the Brookings County, South Dakota.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners that a fire danger emergency is hereby declared and until this resolution be otherwise rescinded by the Brookings County Board of County Commissioners, all open burning as defined in Ordinance #2009-02, without a prior written permit, is hereby prohibited within the boundaries of Brookings County, South Dakota, exclusive of any incorporated municipality within the county.

BE IT FURTHER RESOLVED that this resolution is declared to be necessary for the immediate preservation of public safety in accordance with the provisions of SDCL 7-18A-8 and is effective immediately and shall continue in force and affect until rescinded by the Brookings County Board of County Commissioners.

Passed and approved this 18<sup>th</sup> day of October, 2022.

Angie Boersma, Chairperson  
Brookings County  
Board of County Commissioners

ATTEST:

Lori Schultz  
Brookings County Finance Officer

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-95: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Lake Sinai and Oslo Townships. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Boersma to sign Agreement #22-96: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings and Sterling Townships.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to approve and authorize Chairperson Boersma to sign Agreement #22-97: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Boersma to sign Agreement #22-98: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Lake Sinai Township.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Jensen to designate \$776,000 of restricted fund balance in the 201 Road & Bridge Fund for the Country Club Road bridge (06-150-215). Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Pierce to authorize the Finance Officer to apply for Local Assistance and Tribal Consistency Funds. Background information was provided by Finance Officer Lori Schultz.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Boersma to sign a Request to Fill Vacancy for a part-time temporary Election Worker in the Finance Office. Background information was provided by Finance Officer Lori Schultz.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Bartley to approve the “Release of Liability, Waiver and Assumption of Risk Agreement” for the Brookings County Outdoor Adventure Center. Background information was provided by BCOAC Director Dustin Huber.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to appoint Sheila Anderson to the Brookings Health System Board for a 3-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to appoint Ronda Houtman, Ronny Parmely, Laura Stern, Susan Vander Wal, Richard Waldner to the Extension Board for a 1-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to appoint Jennifer Clites to the Housing & Redevelopment Commission for a 5-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Jensen to appoint Darrel Kleinjan to the Planning & Zoning Commission, District 1, for a 4-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to appoint Neal Trooien to the Planning & Zoning Commission, District 3, for a 1-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Bartley to appoint Roger Erickson as an alternate to the Planning & Zoning Commission, for a 3-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to appoint Randy Meyer and Timothy Bauer to the Weed & Pest Board for a 3-year term to begin January 1, 2023.

All members voted “aye.” Motion carried.

The board reviewed the Brookings County Personnel Manual changes.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen presented the Veteran Service Officer's Report for the month of September.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson said he will be giving a presentation to the Brookings Rotary at the Brookings County Outdoor Adventure Center today at noon.

### **COMMISSIONERS' REPORTS & DISCUSSION ITEMS**

Commissioner Pierce attended the Joint Jurisdiction Meeting; attended the Public Affairs Meeting; attended the ICAP Executive Session; attended a Downtown Brookings Meeting; attended the County Bridge & Highway Tour; attended a Domestic Abuse Shelter Meeting; and attended a JDAI Meeting.

Commissioner Bartley attended the Joint Jurisdiction Meeting; attended the County Road & Bridge Tour; and attended a Ballot Count Demonstration presented by the Brookings County Finance Office.

Commissioner Jensen attended the County Planning & Zoning Meeting; attended a Conservation District Meeting; attended the County Bridge & Highway Tour; attended Aurora's City Council Meeting; and attended a Ballot Count Demonstration presented by the Brookings County Finance Office.

Commissioner Krogman attended a BATA Meeting via zoom; attended the County Highway & Bridge Tour; and attended a Ballot Count Demonstration presented by the Brookings County Finance Office.

Commissioner Boersma attended the Joint Jurisdiction Meeting; met with Commission Department Director Stacy Steffensen and HR Specialist Kristen Witchey to finalize the Brookings County Personnel Manual; attended the County Highway & Bridge Tour; worked on the Request for Proposal for 214<sup>th</sup> Street; and attended a Ballot Count Demonstration presented by the Brookings County Finance Office.

### **RECESS**

Motion by Bartley, seconded by Jensen to recess until 1:00 p.m.

### **EXECUTIVE SESSION**

Motion by Krogman, seconded by Bartley to enter into Executive Session at 1:00 p.m., in accordance with SDCL 1-25-2(1), personnel. All members voted "aye." Motion carried.

Motion by Pierce, seconded by Krogman to come out of Executive Session at 3:50 p.m. All members voted "aye." Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Krogman, seconded by Pierce to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, November 1, 2022 at 8:30 a.m.

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Jenna Byrd  
Senior Finance Assistant  
Brookings County

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