

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, OCTOBER 24, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 24, 2023, with the following members present: Ryan Krogman, Larry Jensen, Michael Bartley, Kelly VanderWal and Shawn Hostler.

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 October 24, 2023, Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(4) for contract negotiations was added to the Executive Session.

CONSENT AGENDA

Motion by Bartley, seconded by VanderWal 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 October 10, 2023 Commission Meeting.

ROUTINE BUSINESS

Approval of Claims

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

605 Custom Design LLC, 22 New Uniform Shirts, \$513.00; A To Z World Languages, Translation Services, \$240.00; A&B Business Inc, Copier Contract, \$245.23; Action Target, Targets, Freight, D-Lead Soap, \$421.31; AgFirst Farmers Coop, Heating/Tanks, Patrol Vehicle Repairs/Maint, \$178.80; Apple Grove Investment, Tax Certificate, \$770.71; AT&T Mobility, Cell Phone Pings, \$70.00; Aurora Auto Body & Glass, Patrol Vehicle Maint/Repairs, \$435.43; Avera Occupational Medicine-Mitchell, TPA Services, \$107.00; Banner Associates, Professional Services-Samara Ave, 214th St/Bridges, \$7,129.70; Best Western Ramkota Hotel, Rooms-SDAAO School, \$1,815.00; Biteler, David, Meal Reimbursement, \$48.00; Brehmer, Jacob, Aumentum Conference Reimbursement, Fuel Reimbursement, \$318.18; Brookings Area CPR CTC, CPR Training, \$24.00; Brookings City Utilities, BCOAC Utilities/Irrigation, Water For Truck Shed, Phone Services, CH/Lawn Irrigation/Comm Health, Monthly Utilities/Fees, \$17,062.15; Brookings County Finance, Title Fee 2020 Escape, \$10.00; Brookings Engraving, Sign For Advertising/Safety, Name Plates For Employee Plaque,

\$122.00; Brookings Health System, Inmate Liable Clinical Visit, Sept Blood Alcohol Testing, \$7,748.24; Brookings Public Library, Library Services-Bkgs Co Residents, \$25,000.00; Brookings Register, Publications, \$1,398.44; Bruce Fire Dept, Commission Projects Funding, \$28,500.00; Buffalo Ridge Newspaper, Publication, \$81.70; Buhls Of Brookings Cleaning, Linen Cleaning, Rug Rental, 2 Rugs For Building, Rugs & Mops, \$402.15; Bx Civil & Construction, Modify Bridge/Beams, \$92,000.00; Caliber, 3000 Subcontract, \$58,912.50; Carquest Auto Parts Store, Engine Stabilizer, \$16.13; Century Business Products, Copier Contract, \$216.17; Certified Languages International, Translation Services, \$36.30; CHS, Monthly Statement, \$72,842.33; Cintas Corporation, Laundry, \$133.26; City Of Brookings Landfill, Charges, \$14.28; City Of Brookings, County Landfill Charges, Shared Gov Center Costs, \$29,665.37; Cook's Wastepaper & Recycling, Oct 2023 Recycling, Oct CH/BCOAC Services, Garbage/Waste Utilities, \$716.45; Cummins Sales And Services, Generator Maintenance, \$415.45; Dakota Data Shred, 2023 Equipment Rental 7/1-9/30, Paper Shredding Services, \$70.00; Day One Dentures & Implants, Inmate Liable Clinical Visit, \$1,140.00; Dean Schaefer Court Reporting, Inv MI Hearing Court Reporting, \$54.00; Designarc Group, CH Roof Replacement, \$1,312.50; Dr Mark Bontreger Inc, Psychological Eval/Clinical Int, \$295.00; Duininck, Materials, \$1,261.98; Eidsness Funeral Home, Coroner Costs, COP Burial, \$3,740.00; Ekern Home Equipment Company Inc, Filter, \$89.98; Executive Mgmt Finance, Microfilm Storage, \$11.22; First Bank & Trust, Postage, Fuel, Targets, Show Covers, Boxes, Deputy Cards, \$2,503.65; Fite & Pierce Law Office, Court Appointed Attorney, \$4,868.50; Flint Hills Resources, Lp, Org Emulsion, \$85,144.95; Foerster Distributing, Replacement Check, Janitorial Items For Courthouse, \$762.93; Jennifer Goldammer, Court Appointed Attorney, \$1,856.45; Patricia J Hartsel, Transcripts, \$352.75; Tim Hogan, Court Appointed Attorney, \$2,593.53; Hometown Service & Tires, Patrol Vehicle Maint/Repairs, \$116.00; Hungerford Chiropractic, Instant Drug Testing, \$35.00; IMEG Corporation, Bruce Shop/Surface Project, \$1,128.25; Infinite Welding And Machine, 3 Arrow Sculptures, \$2,986.68; Innovative Office Solutions, POW MIA Flags, \$207.15; Inter-Lakes Community, 4th Quarter Comm Service Work, \$4,135.25; Interstate Telecom. COOP, BCOAC Extension Phones, \$384.18; Stacia Jackson, Court Appointed Attorney, \$652.70; Kibble Equipment LLC, Cap, Parts, Fitting, Electric, \$1,788.43; Kimball Midwest, Parts, \$1,000.69; Kingbrook Rural Water, 36 Readings, \$36.00; L&L Auto & Truck Parts, Patrol Battery, Rope/Valve/Alarm, \$99.96; Lily Design LLC, Construction Administration, \$902.70; Lowe's, Quickrete, Palmolive, Rubbermaid Towel, \$398.59; Matheson Tri-Gas Inc, Gas, \$47.65; Mediacom LLC, Courthouse Wifi, \$156.90; Nancy J Nelson, Court Appointed Attorney, \$1,242.47; Teree A Nesvold, Court Appointed Attorney, \$2,595.76; Northwestern Energy, Sept Natural Gas Usage, CH/BCOAC Natural Gas Usage, Monthly Utilities/Fees, Brookings, \$1,116.31; Office Peeps Inc, Folders, Pens, Labels, Paper, Envelopes, Copy Paper, Poly Envelopes, Batteries, \$724.48; Olson, Steve, Weed&Pest Board Meeting, \$20.40; Pharmchem Inc, Drug Patch Analysis, \$127.80; Pitney Bowes, Postage Machine Rental, \$114.00; Prochem Dynamics LLC, Jail Janitorial Supplies, \$187.30; Professional Development, Continuing Education-NACO, \$500.00; South Dakota Public Health, Sept Blood Tests/Lab Services, \$1,180.00; Qualified Presort Service, Mail Pick Up, \$47.02; Ramkota Hotel, SDACC Spring Workshop, \$154.00; Reemployment Assistance, Sheriff Trust-M. Martin/J. Kathman, \$250.00; RFD Newspapers Inc, Publications, \$3,746.80; Rick Ribstein, Court Appointed Attorney, \$4,244.02; Running's Supply Inc, Ammo, Bolts For Arrows/Plate, Maintenance Items For Courthouse, Mouse Repellent, \$478.62; Safe-N-Secure, Fix Camera On Lane 1&2-Gun Range, Install New Ext Camera On CH, \$4,472.47; Satellite Tracking Office, GPS Monitoring, \$1,264.25; SD Attorney General's Office, 24/7 Sobriety Program, \$3,317.00; SD Dept Of Revenue, Patrol Vehicle License Plates, \$16.70; SD State Treasurer, Unclaimed Checks, \$822.28; SDACC, 3rd/4th Quarter Clerp Payment, \$5,158.00; SDACO, ROD Modernization&Preservation, \$612.00; SDSU Extension, 7/25-8/4 Achievement Days, \$92.22; Shop

4-H/National 4-H, Office Apparel, \$146.75; Sioux Valley Energy, New St Lights/Sandpile, \$241.00; Stanwick, Martin, Meal Reimbursement, \$48.00; Sterzinger Crushing Inc, Crushed, \$10,039.58; Thomson Reuters - West, Sept Billing Period, \$1,235.93; Town & Country Shopper, Craft Show Advertising, \$137.50; Town Of Sinai, Sewer, \$64.00; Transource, Battery Core/Power, \$796.39; Trinity Services Group, Inmate Meal Services, \$18,458.71; Steven Ust, Inspections, \$3,200.00; Verizon Wireless Service, Cell Phone Pings, \$170.00; Volga Fire/Rescue, Commission Projects Reimbursement, \$59,250.00; Walburg, Duane, Animal Control Mileage, \$140.70; WW Tire Service Inc, Patrol Vehicle Maint/Repairs, \$137.78; Brian Zielinski, Court Appointed Attorney, \$11,648.66.

Department Head Reports

Sheriff Marty Stanwick said there are 58 inmates in jail and 135 individuals participating in the 24/7 sobriety program. He said there was a glycol leak in the jail. He said insurance has been there to look at it and they're just waiting for the ceiling to be replaced.

Finance Officer Lori Schultz reminded the public that the second half of property taxes are due October 31, 2023. She said there is a drop box near the office and a drop box west of the building for after hours. Schultz said you can also pay online by going through the county's website.

Schultz said they just got back from a very informative election conference. She said it reinforced that they are doing things right here in Brookings County.

Schultz said the State Auditors are next door to the Finance Office working on the 2021-20022 audit if anyone has any questions.

County Development Director Robert Hill presented the County Development Director's Report. Hill updated the board on upcoming dates.

Be it noted, Chairperson Krogman signed the quarterly Local Emergency Management Performance Grant report.

4-H Youth Advisor Sonia Mack presented the 4-H Advisor's Report. Mack said summer shooting sports wrapped up with the Fall State Shoot held September 8th-10th in Mitchell. She said summer events have concluded as all state competitions have been held as of September 16th.

Mack said they ended the 2022-2023 with 347 4-H members. She said SDSU Extension held its Annual Conference September 26th-28th in Pierre. Mack said Brookings 4-H Shooting Sports will host an instructor training on Saturday, October 28th at the BCOAC.

Mack said 4-H Shooting Sports will hold an open house on Sunday, October 29th from 4:00 to 5:30 PM to answer questions from new members and visit about disciplines, equipment, and the schedule.

Commission Krogman said Highway Superintendent Brian Gustad was unable to attend the meeting but included his report in the packet.

Finance Officer's Report

The Finance Officer's report was presented to the board for the month of September 2023.

September 2023

Total amount of deposits in bank.....\$29,249,802.98

Total amount of actual cash: Currency.....\$7,313.00
 Coins.....\$1.49
 Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...\$126,150.26
 Itemized list of all other items.....\$95,971.48
 TOTAL.....\$29,479,239.21

Commission/HR/Veterans: \$65,782.20; Finance Officer: \$50,666.63; States Attorney/Welfare: \$64,223.02; Equalization: \$45,488.65; Register of Deeds: \$22,511.45; Sheriff's Office: \$324,852.18; Coroner: \$1,205.31; Community Health: \$4,266.60; Extension: \$5,003.00; Weed: \$8,059.45; Planning/Zoning: \$15,456.10; Highway: \$131,194.56; Emergency Management: \$10,147.05; BCOAC: \$18,244.51; Technology: \$23,197.40.

AFLAC: \$4,332.36; Aveis: \$1,665.70; Office of Child Support: \$399.00; Delta Dental: \$7,675.74; Flex One: \$1,799.98; Principal Life Insurance: \$1,647.74; Local Teamsters: \$1,505.00; SDRS: \$96,271.72; SDRS Supplemental: \$4,249.00; EFTPS: \$178,052.31; Wellmark: \$115,981.99.

Be it noted, the expenditure adjustments for the month of September 2023 were presented to the board. \$8,667.31 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 2023 in the amount of \$31,968.50 was presented to the County Commission.

REGULAR BUSINESS

The board held the First Reading of Ordinance #2023-03: an Ordinance Authorizing Rezoning of "S 710' of Block 1 Hanson Addition, located in N 1/2 NW 1/4 and in Govt Lots 1, 2, and 3 and in Lots 9A and 10A of Camara Beach Addition, all in Section 15, T112N, R47W of the 5th P.M., Brooking County, South Dakota (Lake Hendricks Township)."

The second reading will be held at 9:00 AM on Tuesday, November 7, 2023.

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Resolution #23-46: a Resolution Establishing Hours of Operation for Brookings County Offices. 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.

Resolution #23-46

**A RESOLUTION ESTABLISHING HOURS OF OPERATION
FOR BROOKINGS COUNTY OFFICES**

WHEREAS SDCL 7-7-2 requires the Board of County Commissioners to establish the hours of operation for each county government office, except for the offices of the Sheriff and State's Attorney.

THEREFORE, BE IT RESOLVED by the Brookings County Board of Commissioners that the hours of 8:00 AM to 5:00 PM, Monday through Friday of each week, excluding holidays, are the standard business hours of all county departments, with the exception of the Brookings County Sheriff's Department and State's Attorney's Office.

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Highway Department, primarily due to weather, the Highway Superintendent may establish a summer and winter schedule for hours of operation; and

BE IT FURTHER RESOLVED that every county government department shall post its hours of operation on the Brookings County website.

BE IT FURTHER RESOLVED that it is the policy of Brookings County to remain open during inclement weather except under the most extreme conditions. In such events, the Chairperson of the Board of County Commissioners or their designee may recommend closure due to traffic safety considerations.

This Resolution amends Resolution #11-04.

Dated this 24th day of October 2023.

ATTEST:

Ryan Krogman
Chairperson
Brookings County Commission

Lori Schultz
Finance Officer
Brookings County

Motion by Bartley, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-63: a State of South Dakota Department of Public Safety, Office of Emergency Management Sub-Recipient Agreement to update the Brookings County Pre-Disaster Mitigation Plan.

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 VanderWal, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-64: a Letter of Agreement between Brookings County and First District Association of Local Governments regarding the Brookings County Emergency Management Pre-Disaster Mitigation Plan. 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 Hostler, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-65: an Agreement between Brookings County and ARS, a Tecta America Company for the Historic Courthouse Roof Replacement. 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.

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Krogman to sign Agreement #23-66: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Richland Township.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-67: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Preston Township.

All members voted "aye." Motion carried.

Motion by VanderWal, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-68: 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 Jensen, seconded by Hostler to approve and authorize Chairperson Krogman to sign the Lettering Authorization for project #08MJ. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

SCHEDULED AGENDA ITEM

Motion by Bartley, seconded by Hostler to approve and authorize Chairperson Krogman to sign Agreement #23-62: an application for occupancy of right of way of county highways made by 3M in Aurora Township. Background information was provided by Kevin Eisen with Barr Engineering.

All members voted "aye." Motion carried.

Chief Executive Officer Eric Kunzweiler with Inter-Lakes Community Action provided an annual update to the commission.

REGULAR BUSINESS

Motion by Jensen, seconded by Hostler to approve the Engagement Letter with the Department of Legislative Audit for the 2021 - 2022 audit. Background information was provided by Auditor in Charge David Weidler.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Hostler to approve an application for permission to enter road advisories and closures in SD511 and name Emergency Management Director Robert Hill as the Brookings County primary point of contract.

All members voted "aye." Motion carried.

Motion by Hostler, seconded by Jensen to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$100,836.45, for reimbursement for a Courthouse Security Grant, receipt #00655411, to GL line 301-4-161-4295. Background information as provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Hostler to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$1,000, using LACTF funds for the National Center for Public Lands NACo initiative, receipt #00649725, to GL line 101-4-111-4292. Background information as provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by VanderWal to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$124,137.40, FEMA reimbursement for the East Highway Shed, receipt #00647014, to GL line 301-4-161-4293.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve a cash transfer from the General Fund (101) to the Building Fund (301) in the amount of \$341,645.87. Background information as provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen said she needs consensus to start the supplemental budget process and publish the needed notices. Steffensen said the purpose of this is to supplement the 301 Fund for insurance reimbursement for the East Highway Shed and Bruce Shop.

By consensus, the board gave Steffensen permission to start the process and publish a notice for a supplemental budget resolution.

Volunteer Board Appointments

Motion by Bartley, seconded by VanderWal to appoint Randy Jensen to the Planning & Zoning Commission, District 3 Representative for a 4-year term.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to appoint Mark Jorenby to the Planning & Zoning Commission, District 4 Representative for a 4-year term.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to appoint Dale Storhaug as the Planning & Zoning Commission Alternate for a 3-year term.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by VanderWal to appoint Joel Ripley to the Weed & Pest Board for a 3-year term.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Bartley to appoint Mary Anne Krogh to the Brookings Health System Board for a 3-year term.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to appoint Andy Dupraz, 4-H/Extension Member, to the BCOAC Advisory Board for a 2-year term.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to appoint Arden Sigl, Pistol Range Volunteer Member, to the BCOAC Advisory Board for a 2-year term.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to appoint Laura Stern to the Extension Board for a 1-year term.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Jensen to appoint Susan VanderWal to the Extension Board for a 1-year term.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by VanderWal to appoint Jennifer Pickard to the Extension Board for a 1-year term.

All members voted “aye.” Motion carried.

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

States Attorney Dan Nelson said the Department of Corrections awarded Brookings County \$6,000 for the Diversion Fiscal Incentive Program.

COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal said he attended the county road tour. VanderWal informed the board he will not be at the November 7, 2023 Commission Meeting.

Commissioner Bartley said he participated in Department Head Reviews; attended the county road tour; attended 3M’s Groundbreaking Ceremony; attended a Brookings Behavioral Health Board Meeting; attended a BEDC Meeting; and attended the GOP Republican’s Meeting.

Commissioner Jensen said he participated in Department Head Reviews; attended the county road tour; participated in Hobo Days; attended an E-911 Meeting; and attended an Extension Board Meeting. Jensen thanked all the volunteers at the BCOAC. He said they’ve seen an increase in numbers for shooting sports. Jensen said there’s been discussion about getting a snow fence for the Aurora intersection.

Commissioner Hostler said he participated in Department Head Reviews; attended the county road tour; and attended a GOP Republican’s Meeting.

Commissioner Krogman said he participated in Department Head Reviews; attended a county road tour; attended a PPCC/POD Meeting; attended an E-911 Meeting; attended a Growth Partnership Meeting; and attended a GOP Republican’s Meeting.

EXECUTIVE SESSION

Motion by Hostler, seconded by VanderWal to enter into Executive Session at 9:42 a.m., accordance with SDCL 1-25-2(4), contract negotiations. All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Jensen to come out of Executive Session at 9:53 a.m. All members voted “aye.” Motion carried. No action was taken.

ADJOURNMENT

Motion by Hostler, seconded by Bartley to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, November 7, 2023, at 8:30 a.m.

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Jenna Byrd
Finance Specialist
Brookings County

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