

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, NOVEMBER 1, 2022

The Brookings County Board of County Commissioners met in regular session on Tuesday, November 1, 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 said there are still issues that have not been resolved with the upcoming election. Gibbons said the DS850 has not been audited.

APPROVAL OF AGENDA

Motion by Pierce, seconded by Bartley to approve the agenda for the November 1, 2022 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA ITEMS

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

The consent agenda items consisted of the minutes of the October 18, 2022 Commission Meeting.

Travel Requests: Andrew Erickson to attend the NCIC Full Access Training on October 23rd-26th in Pierre; Jacob Brehmer & Reid Squires to attend the District 5 Quarterly Meeting on October 26th in Brookings; Misty Moser to attend a 2022 District Weed & Pest Meeting on November 2nd in Stratford, SD; Robert Hill to attend a FEMA Course on January 17th-21st in Anniston, AL.

Personnel Action Notices: annual review- Matthew Fee to \$21.26, effective October 1, 2022; annual review- Luke Hill to \$20.84, effective October 1, 2022; new hire- Temporary Election Worker Mary Reeter at \$14.84, effective October 14, 2022; voluntary resignation without notice- Morgan Rein, effective October 24, 2022; voluntary resignation- Luke Hill, effective November 8, 2022; voluntary resignation- Jackson Knight, effective November 11, 2022.

Cellular Authorizations: Tonia Thornton- High Usage at \$45/month.

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, Light Clips, Replacement Bulbs, \$285.16; A&B Business Inc, Copier Contract, \$5,501.02; Access Health-Brookings, Inmate Liable Clinical Visit, \$2,867.43; AgFirst Farmers Coop, Patrol Vehicle Maint/Repairs, \$49.95; Alphamedia USA LLC, Operation Snowstorm & Thunders, \$1,600.00; Amazon Capital Services, Jail/Admin Supplies, \$433.73; Avera Medical Group - ABS, Inmate Liable Clinical Visit, \$387.40; Jordyn Bangasser, Court Appointed Attorney, \$2,370.39; Banner Associates, Design/Bidding, Professional Services, \$17,603.72; Barnett, Rita, 1/2 Pymt Yearly Storage Rent, \$200.00; Boarman Kroos Vogel Group, Camera Replacement, Det Cent Expansion, \$3,693.00; Bobcat Of Brookings, Window/Seal, \$210.64; Boyer Ford Truck, Cap Assembly/Air Spring Cab Suspension, \$189.90; Brookings Area Chamber, 2022 Ag Appreciation Banquet, \$325.00; Brookings Health System, September Blood Alcohol Testing, Inmate Liable Clinical Visit, \$14,675.86; Brookings Register, Big Advertisement, \$30.58; Capital One, Scarecrows, Black Ghoul, Hang, Office, \$207.30; Century Business Products, Copier Contract, \$558.15; Century Link, Monthly Utilities, \$163.05; CHS, Sinai/Brookings/White Diesel, \$23,526.94; City Of Brookings, E911 Money, \$83,888.73; City Of White, Water/Sewer/Electric, \$81.54; Cook's Wastepaper & Recycling, White/Brookings, \$188.40; Lucas Dailey, Reimbursement For RDO Cert, \$35.00; Ecolab Pest Elimination, Monthly Pest Service, \$186.75; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$55.81; Ekern Home Equipment Com, Repair In Sinai Shop, \$429.88; Elkton Fire Department, Commission Proj Reimbursement, \$400,000.00; Empire Investments 2 LLC, Tax Certificates, \$18,824.22; Empire Investments 7 LLC, Tax Certificates, \$3,318.21; Executive Mgmt Finance Office, September 2022, \$42.50; Fastenal Company, Jail Supplies, \$180.24; First District Association, 1st Quarter Dues, \$12,431.25; Foerster Distributing, Janitor Supplies, Jail Janitorial Supplies, \$327.23; Forrest Holdings Inc, Tax Certificates, \$11,858.74; Geotek Engineering Inc, Asphalt Testing Surfacing Project, \$3,687.25; Jennifer Goldammer, Court Appointed Attorney, \$4,534.90; Patricia J Hartsel, Transcripts, \$469.20; Tim Hogan, Court Appointed Attorney, \$5,886.04; Hungerford Chiropractic, Instant Drug Testing, \$30.00; Hy-Vee Food Store, Refreshments, Employee Training Meal, \$108.45; IMEG Corporation, Surfacing Project/Construction, \$2,852.38; Inter-Lakes Community Action, 4th Quarter Funds, \$5,111.75; Krogman, Ryan, Mileage, Per Diem, \$248.42; L&L Auto & Truck Parts, Patrol Vehicle Maint/Repairs, Gasket, Wheel Spacer, ABA Kit, \$499.06; L.G. Everist Inc, Crushed Gravel, \$731.88; Val Larson, Inv MI Hearing, \$21.00; Level Lift, LLC, Raise Courthouse Parking Stall, \$1,342.84; Lewno, Lucy, Inv MI Hearing, \$278.82; Locators & Supplies, Vest, \$46.15; Darcy Lockwood, Inv MI Hearing, \$21.00; Lowe's, Lowes, Shop, \$188.37; M&T Fire & Safety Inc, Led Lights, Scba Bracket/Strap, \$455.35; Martin Oil Company, Grease, \$420.00; Donald McCarty, Court Appointed Attorney, \$4,231.90; McGrath North Mullin & Kratz Pc LLO, Prof Services Through 9/30/22, \$789.00; Mediacom LLC, Courthouse WIFI, \$156.90; Minnehaha County Auditor, Inv MI Cost Reimbursement, \$331.57; Minnehaha County JDC, JDC Costs, \$514.00; National 4-H Council, Recognition Event Awards, \$381.92; Nancy J Nelson, Court Appointed Attorney, \$4,038.69; Northwestern Energy, Heat For Truck Shed, Natural Gas Usage, Monthly Utilities, \$540.74; Office Peeps Inc, Planner, Organizer, File Cabin, Toner, 4 Boxes Paper, Jail Supplies, \$792.69; Outlaw Graphics, Patrol Vehicle Decals, \$107.50; Pitney Bowes Global Financing, Postage Machine Rental, \$114.00; Prahm Construction, Inc, Pay Application 4, \$64,264.32; Prochem Dynamics LLC, Jail Janitorial Supplies, \$1,361.98; Questions & Solutions Engineering, Det Center Exp Commissioning, \$1,809.00; Ray's Corner, Food For Veterans Outreach, \$150.00; Razors Edge Grounds Keep, Sept Courthouse Grounds Maint, Mowing, \$1,175.00; Rc First Aid, First Aid Supplies, \$54.00; RDO

Equipment Co, Inventory, \$3,074.48; RFD Newspapers Inc, 5 Year Plan, \$71.66; Rick Ribstein, Court Appointed Attorney, \$1,333.17; Running's Supply Inc, Jail Supplies, Tools, Seed, Gloves, Tow Ball, \$400.18; Ryde Investment Group LLC, Tax Certificates, \$3,022.45; Sanford Health, Coroner Costs, \$7,167.60; SD Federal Prop. Agency, Clipboards, Shovels, Gloves, Binder, \$174.25; SD Public Assurance Alliance, Liability Insurance, \$170,960.06; SDAAO, Tuition, \$50.00; Sioux Equipment, Gasboy Card Reader, \$2,095.38; Spyderweb Targets, Front Panels For Targets, \$1,911.00; Stan Houston Company, Repair Parts, \$1,814.09; Thomson Reuters - West, Inv#847105438, \$397.31; Danica Thor, Boot Reimbursement, \$100.00; Town Of Sinai, Sewer, \$64.00; Trinity Services Group, Inc, Inmate Meal Services, \$10,488.47; Two Way Solutions Inc, Radio Programming, \$1,499.94; United Way, Commission Proj Reimbursement, \$300,000.00; Steven Ust, Inspections, \$1,100.00; Vandenberg Law, Court Appointed Attorney, \$3,406.75; Verizon Wireless, Hotspots, Monthly Charges, Monthly Utilities, \$587.87; Walburg, Duane, Animal Control Mileage, \$118.02; Rex Weimer, Reimbursement For RSO Certificate, \$35.00; Wells Fargo, Wells Fargo, \$1,208.30; Wheelco Truck & Trailer, Inventory/New Shoe Box, \$1,506.75; White Fire Department, Commission Projects Reimbursement, \$427,000.00; Kristin A Woodall, Transcripts, \$142.40; WW Tire Service Inc, Tires/Repair, \$2,225.34; Brian Zielinski, Court Appointed Attorney, \$7,031.83.

Department Head Reports

Director of Equalization Jacob Brehmer said one of their fleet vehicles was involved in a collision which resulted in the vehicle being declared a total loss. He said Brookings County was compensated by insurance for the loss in the amount of \$15,769.33 less a \$1,000 deductible. Brehmer said Brookings County had also received compensation for hail damage incurred on June 20, 2022 on the entire Equalization fleet, in the amount of \$16,219.43.

Brehmer asked the board if they wanted him to find a comparable used vehicle replacement from a local dealer for \$14,769.33 or less, using only compensation on the total loss vehicle or find a comparable used or new vehicle from a local dealer for \$25,488.76 or less, using compensation on the total loss vehicle plus remaining amount of hail damage compensation after repairs.

By consensus, the board directed Brehmer to purchase the Buick Encore if it's still available.

Brehmer said Beacon Schneider has an add-on that his office, the Finance Office and Beacon prescribers would find very beneficial. He said it's a property tax estimator and would cost about \$1,104 for the one-time set up fee. He asked the board if they would like to purchase it. By consensus, the board agreed to purchase the property tax estimator add-on.

Highway Superintendent Brian Gustad said he attended the South Dakota Local Roads Conference in Rapid City. He said they started making winter preparations on highway snow removal equipment.

Gustad said mowers have been running on and off now since early August and will continue to prepare for winter.

Gustad said Brookings County Road 6 south of Bruce was closed to begin the Preservation work on Structure #06-112-080.

County Development Director Robert Hill said he attended the PPCC Meeting and attended a Local Emergency Planning Meeting. Hill said there will be a County Planning & Zoning Meeting that evening.

Sheriff Marty Stanwick said there are 47 inmates in jail. He said there are 39 inmates from Brookings County, 6 inmates from Moody County and 2 from Lake County.

Stanwick said they had a very busy weekend. He said there was a saturation patrol that brought 21 book-ins.

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

Finance Officer Lori Schultz said she submitted paperwork for the Local Assistance & Tribal Consistency Funding. She said the county will receive \$50,000 this year and \$50,000 next year.

Schultz said she received a letter from a county business asking to let them know when a liquor license becomes available.

Schultz said property tax payments are now delinquent. She said delinquent letters will be going out in the mail in the next couple of weeks.

Schultz said 3,128 absentee ballots have been cast so far. She said absentee voting will end Monday, November 7th at 5:00 p.m. The deadline to request an absentee ballot using an authorized messenger is 3:00 p.m. Election Day.

Schultz said there will be 8 polling locations on Election Day: Brookings Activity Center, Bethel Baptist Church, Holy Life Tabernacle, Aurora Little Hall, Elkton Community Center, White McKnight Hall, Bruce Community Room and Volga Community Center.

Schultz said Election School will take place this Thursday and Friday, and the tabulator test will take place Monday, November 7th at 9:00 a.m.

SCHEDULED AGENDA ITEM

As scheduled at 9:00 a.m., Trevor Keating and Jay DeVries with the Arlington Fire & Ambulance discussed the idea of creating fire and ambulance districts.

REGULAR BUSINESS

Motion by Krogman, seconded by Jensen to approve and authorize Chairperson Boersma sign Resolution #22-50: a Resolution Supporting Operation Green Light for Veterans. Background information was provided by Commission Department Director Stacy Steffensen.

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

Resolution #22-50

A Resolution Supporting Operation Green Light for Veterans

WHEREAS, Brookings County has great respect, admiration and the utmost gratitude for all of the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Brookings County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm’s way for the good of all; and

WHEREAS, Veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veteran Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Brookings County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted.

THEREFORE BE IT RESOLVED, with designation as a Green Light for Veterans County, Brookings County hereby declares now through Veterans Day, November 11, 2022, a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from active service;

THEREFORE BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Brookings County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made the immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence.

Dated this 1st day of November 2022.

Angela Boersma
Chairperson
Brookings County Commission

ATTEST:

Lori Schultz
Finance Officer
Brookings County

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Boersma sign Resolution #22-51: a Resolution for Appointment of an Applicant Agent.

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

Resolution #22-51
Appointment of Applicant Agent

WHEREAS, Brookings County is submitting a grant application to the Federal Emergency Management Agency and the State of South Dakota; and

WHEREAS, Brookings County is required to appoint an Applicant Agent for the purpose of signing documents and assuring the completion of all application documents.

NOW THEREFORE BE IT RESOLVED that the Brookings County Board of County Commissioners appoints County Development Director Robert Hill as the authorized Applicant Agent.

Dated this 1st day of November 2022.

Appointing Authority

Angela Boersma
Chairperson
Brookings County Commission

ATTEST:

Lori Schultz
Finance Officer
Brookings County

Motion by Jensen, seconded by Krogman to approve a Designation of Applicant Agent.
All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve a Letter of Funding Commitment.
Roll call vote: Pierce “aye,” Bartley “aye,” Jensen “aye,” Krogman “aye,” Boersma “aye.”
Motion carried.

Motion by Pierce, seconded by Krogman to approve committing Brookings County to the Multi-Jurisdictional Pre-Disaster Mitigation planning effort.
All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Jensen to approve third quarter transfers as per budget appropriations:
From General Fund 101-4-911-4294 to Highway Road & Bridge Fund 201-3-371-0000 in the amount of \$419,988.50.
From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$38,112.50.
All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Jensen to approve a donation to the Christmas, Kids & Cops Program in the amount of \$500 from the Commission Public Relations budget line. Background information was provided by Commission Department Director Stacy Steffensen.
Roll call vote: Bartley “aye,” Jensen “aye,” Krogman “aye,” Pierce “aye,” Boersma “aye.”
Motion carried.

Motion by Jensen, seconded by Krogman to approve a request to fill vacancy for two full-time Correctional Officers in the Sheriff’s Office.
All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Jensen to approve the revised Employee Policies and Procedures personnel manual, to go in effect on January 1, 2023. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Bartley to approve the following retail (on-sale) liquor license / wine & cider license renewals:

Beach Bums, Inc (dba Danceland Campground - retail on-sale liquor license to begin January 1, 2023; Good Roots Farm & Gardens, LLC - retail on-sale wine & cider license to begin January 1, 2023; SVK Properties (Midway Camp) - retail on-sale liquor license to begin January 1, 2023; Skyview Junction- retail on sale liquor license to begin January 1, 2023; Wagon Wheel Resort - retail on-sale liquor license to begin January 1, 2023.

Background information was provided by Senior Finance Assistant Jenna Byrd.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Krogman to appoint Joel Foster to the 4-H Promotion & Expansion Committee for a 2-year term to begin January 1, 2023 and to appoint Jennifer Pickard to the Extension Board for a 1-year term beginning January 1, 2023.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen said the First Reading of the Joint Jurisdiction ordinance will be held jointly with the Brookings City Council at 6:00 p.m. on November 15th. Steffensen said the Second Reading and public hearing will be held jointly on Tuesday, December 20th at 6:00 p.m.

Steffensen said the agenda for the next 10-County meeting is included in the packet. She said she needs to RSVP for the meeting.

Steffensen said the finalized 2023 calendar is included in the packet.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner Pierce participated in Department Head Reviews; attended a Meet & Greet for City of Brookings Police Chief Michael Drake; attended a First Bank & Trust Leadership Focus Event; and attended the Hobo Day Parade.

Commissioner Bartley participated in Department Head Reviews; attended a First Bank & Trust Leadership Focus Event; attended a Jail Meeting; and attended the Hobo Day Parade.

Commissioner Jensen participated in Department Head Reviews; attended a Jail Meeting; attended the SDSU President’s Breakfast; and attended the Hobo Day Parade.

Commissioner Krogman participated in Department Head Reviews; attended a Design Discussion for Offices; attended an E-911 Meeting; attended a Brookings Health Board Meeting; and attended the BATA Meeting.

Commissioner Boersma participated in Department Head Reviews; attended an E-911 Meeting; attended a BEDC Investment Committee Meeting; attended the SDSU Strategic Planning Session; and attended the Hobo Day Parade.

EXECUTIVE SESSION

Motion by Krogman, seconded by Bartley to enter into Executive Session at 10:15 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 Krogman, seconded by Bartley to come out of Executive Session at 10:55 a.m. All members voted “aye.” Motion carried.

ADJOURNMENT

Motion by Krogman, seconded by Pierce to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Thursday, November 10, 2022 at 8:30 a.m.

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Jenna Byrd
Senior Finance Assistant
Brookings County

Published once at the approximate cost of_____.