

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, NOVEMBER 2, 2021

The Brookings County Board of County Commissioners met in regular session on Tuesday, November 2, 2021 with the following members present: Larry Jensen, Angie Boersma, Lee Ann Pierce, Ryan Krogman and Michael Bartley.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Pierce, seconded by Krogman to approve the agenda for the November 2, 2021 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

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

Travel Requests: Larry Jensen & Mike Bartley to attend Local Road Conference on October 19th & 20th in Sioux Falls; Misty Moser to attend a District Meeting on November 3rd in Redfield.

Personnel Action Notices: new hire- Part-time Correctional Officer Leah Hendrickson at \$18.89, effective October 20, 2021; new hire- Part-time Correctional Officer Luke Hill at \$18.89, effective October 22, 2021; new hire- Appraiser Jack Thompson at \$20.30, effective October 25, 2021; retirement- Jail Administrator Bart Sweebe, effective January 14, 2022.

ROUTINE BUSINESS

Approval of Claims

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

605 Custom Design LLC, Jacket, \$36.00; A&B Business Inc, Copier Contract, \$763.47; Access Health-Brookings, Inmate Clinic Visits, \$249.93; Agfirst Farmers Coop, Tank Lease/Propane For Forklift, \$142.66; Allegra Print & Imaging, Color Copies, \$33.00; Amazon Capital Services, Inmate Totes & Body Camera Equipment, \$3,674.97; Avera Medical Group, Inmate Clinic Visits, \$238.30; Avera Medical Group - ABS, Inmate Medical Costs, Nurse Drug Screen Testing, \$242.00; Avera Sacred Heart Hospital, Inmate Hospital Costs, \$2,317.95; Banner Associates, Professional Services, Design&Bidding/Inspections, \$9,476.45; Boarman Kroos Vogel Group, Det Center Exp Prof Services, \$7,574.00; Bowes Construction, Tack Truck/Asphalt/Patching, \$242,318.18; Brock White Company, Road Saver, \$29,568.00; Brookings Dav

Chapter 2, Remainder Of Vet's Assist. Acc, \$346.58; Brookings Health System, Emergency Sane Kit, Inmate Clinic Visits, \$1,837.24; Brookings Register, Bridge Replacement & Notice, \$216.00; Brookings-Deuel Rws, Water At Bruce Shop, \$20.00; Jenna Byrd, Election Workshop, \$46.00; Capital One, Magnets, Cookies, Tissues, \$75.60; Century Business Products, Copier Contract, \$156.06; City Of Brookings, Government Center Costs, Unclaimed Dogs, E-911 Money, \$136,695.21; Cook's Wastepaper & Rec, Brookings/White, \$175.71; Lynn Cramer, Laptop Bag, \$44.00; Dell Marketing Lp, Tech For Jail Expansion, \$1,600.00; Den-Wil Inc, Community Health Rent, \$960.00; Diamond Mowers Inc, Cylinder, \$410.04; DVL Fire And Safety, Fire Extinguisher Refill, \$54.50; Ecolab Pest Elimination, Monthly Pest Services, Facility Bug Spray, \$247.87; Eidsness Funeral Home, Coroner Fees, \$195.00; The Exchange, Ruger Charger/Wrangler, \$11.75; Executive Mgmt Finance, Sept Bit, Microfilm Storage, \$82.43; First Bank & Trust, Monthly Usage Fees, \$3,250.09; Fishback Ins Agency, Notary Bond, \$100.00; Foerster Distributing, Jail Supplies, Copy Paper, \$291.00; Ford, Deb, Mileage For Extension Board, \$20.16; Forrest Holdings Inc, Tax Certificates, \$1,203.42; Royce Friebe, 24/7 Participation Refund, \$51.00; Galls, Correctional Officer Uniforms, \$935.00; Jennifer Goldammer, Court Appointed Attorney, \$10,077.90; Patricia J Hartsel, Transcripts, \$513.40; Konard O Hauffe Dds Pc, Inmate Dental, \$391.00; Hometown Service & Tire, Oil Change, \$36.00; Hy-Vee Food Store, Jury Meals/Refreshments, Inmate Meals, \$17,352.53; IMEG Corporation, Survey & Hydraulics, \$4,500.00; Inter-Lakes Community Action, 4th Quarter Funds, \$3,689.50; J&L Machine And Welding, Repair, \$320.00; Stacia Jackson, Court Appointed Attorney, \$1,713.25; Kreutner, Christine Ann, Election Workshop, \$46.00; Lammers Kleibacker, LLP, Court Appointed Attorney, \$678.95; Lewis & Clark Behavioral, BMI Intake, \$368.00; Lewis Drug Store, Sept Charges, \$2,588.29; Lowe's, Materials/Tools/Shop, \$406.84; Lyle Signs Inc, Fire Markers, \$251.24; Mack, Sonia, 2021 Travel, \$711.66; Millborn Seeds Inc., Grass Seeds, \$150.00; Minnehaha County JDC, JDC Costs, \$3,904.00; Nasco, Recognition Event Awards, \$116.00; National 4-H Council - Supply Service, Recognition Awards&Prog Mater., \$262.55; Nancy J Nelson, Court Appointed Attorney, \$400.95; Teree A Nesvold, Court Appointed Attorney, \$5,704.81; North American Banking, Postage Machine Rental, \$459.00; Northwestern Energy, Truck/Highway Shop, Monthly Utilities, Natural Gas Usage, \$197.27; Jonathon Nygaard, 24/7 Participation Refund, \$28.00; Office Peeps Inc, Planners/Calendars, Folders, Power Strips, Paper, Phone Log Book, Pen Refills, Wall Calendar, Planner, \$227.01; Parmely, Ronny, Mileage For Extension Board, \$11.76; Pennington County Jail, Shuttle Costs, \$248.02; Kip Pharis, 24/7 Participation Refund, \$84.00; Pharmchem Inc, Sweat Patch Analysis, \$57.10; Pitney Bowes, Postage, Meter Rental, \$1,052.00; Pitneybowes, Postage For New Machine, \$5,000.00; Prochem Dynamics LLC, Jail Cleaning Supplies, \$2,086.86; Randy Willmott Gravel LLC, Hauling Clay, \$500.00; Rc First Aid, Misc Med Supplies, \$185.00; RFD Newspapers Inc, Publications, \$3,274.53; Running's Supply Inc, Dehumidifier For Jail, \$439.88; Sanford Health, Inmate Clinical Visit, \$726.00; Schultz, Lori, Election Workshop, \$46.00; SD Attorney General's Office, 24/7 Participation, \$3,974.00; SD Dept Of Revenue, 5 Course Cert-New Appraiser, \$452.00; SD Dept Of Transportation, Progress Billing, \$75,415.90; SD Public Assurance Alliance, Insurance Renewals, \$156,347.03; SDAAO, 2022 SDAAO Member Dues, \$375.00; SDACC, ARPA Guidance, \$2,000.00; Secretary Of State, Notary Bond, \$60.00; SHI International Corp, Office 365, \$4,805.95; Sioux Valley Cleaners, Janitorial For WIC, \$442.00; Laura Stern, Mileage For Extension Board, \$8.82; Titan Machinery, Rent To Own Excavator, \$6,085.00; Town Of Sinai, Utilities For Sinai Shop, \$64.00; Steven Ust, Inspections, \$1,100.00; Vaske, Jon, 24/7 Participation Refund, \$50.00; Verizon Business, Monthly Charges, \$40.01; Walburg, Duane, Animal Control Mileage, \$166.32; Wells Fargo, \$2,912.02; West Coast Ambulance And Truck Sales, Inc, Ford F550 Crew Cab, \$28,000.00; Terry D Wieczorek Pc, Court Appointed Attorney, \$998.91; Yankton Medical Clinic, Inmate Medical Costs, \$276.00.

Department Head Reports

Highway Superintendent Brian Gustad said he received notification from SDDOT of the approval of the 2022-2026 Brookings County Five-Year County Highway and Bridge Improvement Plan. Gustad said he attended the Region Local Roads Conference in Sioux Falls. He said it was a good conference.

Gustad said he received the John Deere 772G motor grader.

Gustad updated the board on the Sinai bridge. Gustad updated the board on the township culvert inventory. He said 17 of the 23 townships have been completed. He said they should be done by winter. Pierce said at the last meeting there was one township they hadn't heard from yet. Gustad said he still has not heard from Parnell Township.

Finance Officer Lori Schultz said she and Senior Finance Assistants Jenna Byrd and Christine Kreutner attended Election School in Pierre. She said it was really informative.

Schultz said the 2013 140MC AWD Cat Motor Grader received zero bids on the online auction. She recommended the board advertise for sealed bids. She said the board needs to appoint three property owners to appraise the motor grader. By consensus, the board agreed to have Mike Bartley, Lee Ann Pierce and a private contractor appraise the motor grader.

County Development Director Robert Hill said the county held a free, walk-in COVID-19 booster shot clinic at the Swiftel yesterday. He said that event will be going on today as well until 6:00 p.m., and it's not too late to sign up.

Hill discussed upcoming dates with the board.

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

Weed & Pest Supervisor Misty Moser said they finished spraying all county and townships roads.

REGULAR BUSINESS

Motion by Krogman, seconded by Boersma to remove Agreement #21-125 from the table. All members voted "aye." Motion carried.

Motion was made on October 19, 2021, by Bartley, seconded by Boersma to approve and authorize Chairperson Jensen to sign Agreement #21-125 a lease agreement for fiber optic windows between Brookings County and Swiftel Communications from the Government Center to the Sheriff's Department.

Commission Department Director Stacy Steffensen said it was noted in both agreements that we are members of the South Dakota Public Assurance Alliance.

Background information was provided by IT Specialist Shawn Plowman.

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

Motion by Krogman seconded by Boersma to remove Agreement #21-126 from the table. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign Agreement #21-126: a lease agreement for fiber optic windows between Brookings County and Swiftel Communications from the Government Center to the County Highway Department.

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

Motion by Bartley, seconded by Boersma to approve and authorize Chairperson Jensen to sign Agreement #21-127: a contract for supply of road salt between Brookings County, the City of

Brookings and Black Strap, Inc. of Neligh, NE. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #21-128: a lease renewal agreement with Den-Wil Investments, Inc. for the Community Health Services office.

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

Motion by Krogman, seconded by Boersma to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County to Veteran’s Service GL line 101-4-165-4260 in the amount of \$346.58, receipt #00567508 for use of remaining veterans assistance account funds for the Disabled American Veterans (DAV) program.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Boersma to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County to Commission Department GL line 101-4-111-4267 in the amount of \$4,563, receipt #00574072 for payment from Dakota Mailing for remaining lease amount of postage machine. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

SCHEDULED AGENDA ITEM

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign Resolution #21-48: a Supplemental Budget Resolution.

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

Background information was provided by Commission Department Director Stacy Steffensen.

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

RESOLUTION #21-48 Supplemental Budget Resolution

WHEREAS, the Brookings County Board of County Commissioners did authorize the County Finance Officer to publish a notice of hearing for the consideration of a proposed supplemental budget, and

WHEREAS, the time and place for consideration of such supplemental budget was given, and

WHEREAS, the adoption of said proposed supplemental budget was duly considered by the Board of County Commissioners on the 2nd day of November, 2021 at 9:00 AM in the County Commission Chambers in a regularly scheduled meeting and any objections having been made before said Board to the adoption of such supplemental budget.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following supplemental budget be, and the same is, hereby approved for the purposed of providing budget to conduct the indispensable functions of government.

Means of Finance:	101-2-276-9102: Assigned Fund Balance	\$ 2,000,000
Appropriation:	101-4-911-4294: Transfers Out	\$ 2,000,000
Means of Finance:	101-2-276-9400: Assigned Fund Balance	\$ 4,000,000
Appropriation:	101-4-911-4299: Transfers Out	\$ 4,000,000
Means of Finance:	304-3-371-0000: Transfers In	\$ 4,000,000
Appropriations:	304-4-890-4220: Professional Services	\$ 100,000
	304-4-890-4320: Construction	\$ 3,800,000
	304-4-890-4330: FFE/Technology	\$ 100,000

Dated this 2nd day of November, 2021

Chairperson: Larry Jensen

Vice Chairperson: Angie Boersma

Commissioner: Lee Ann Pierce

Commissioner: Ryan Krogman

Commissioner: Michael Bartley

ATTEST:

Lori Schultz
Brookings County
Finance Officer

Motion by Krogman, seconded by Boersma to approve a cash transfer from General Fund to 304 Fund in the amount of \$4,000,000.

Background information was provided by Commission Department Director Stacy Steffensen. Roll call vote: Boersma “aye,” Pierce “aye,” Bartley “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

REGULAR BUSINESS

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Jensen to sign a Request to Fill Vacancy for a Jail Administrator in the Jail/Sheriff’s Office.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Pierce to donate \$500 to the “Christmas, Kids, and Cops” program.

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

Approval of Board Appointments

Motion by Krogman, seconded by Pierce to appoint Andy Dupraz to the Brookings County Outdoor Adventure Center Advisory Board as a 4-H Leader/Extension Board member for a two-year term to begin January 1, 2022.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to appoint Arden Sigl to the Brookings County Outdoor Adventure Center Advisory Board as a Pistol Range Committee Member for a two-year term to begin January 1, 2022.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to appoint Timothy Reed to the Brookings County Outdoor Adventure Center Advisory Board as a Community at Large Member for a two-year term to begin January 1, 2022.

All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Krogman to appoint Terry Wendt to the Brookings County Outdoor Adventure Center Advisory Board as a 4-H Shooting Sports Board Member for a one-year term to begin January 1, 2022.

All members voted “aye.” Motion carried.

Motion by Pierce, seconded by Krogman to appoint James Morgan to the Brookings Health System Board for a three-year term to begin January 1, 2022.

All members voted “aye.” Motion carried.

Motion by Boersma, seconded by Bartley to appoint Laura Stern, Richard Waldner, Ronda Houtman, Ronny Parmely, Deb Ford and Jennifer Pickard to the Extension Board for a one-year term to begin January 1, 2022.

All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Boersma to appoint Joel Price to the Housing & Redevelopment Commission for a five-year term to begin January 1, 2022. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen presented an updated Detention Center Financial Summary report.

Steffensen said she and HR Specialist Kristen Witchey will be attending a Safety & Risk Conference in Pierre on November 3rd-4th.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson updated the board on the Diversion Fiscal Incentive Program. He said Brookings County received \$9,310.98 for Fiscal Year 2021 submissions.

COMMISSIONERS’ REPORTS & DISCUSSION

Commissioner Pierce attended the Hobo Day parade. Pierce said she’s been working on some courthouse issues.

Commissioner Bartley attended the Region Local Roads Conference in Sioux Falls and attended the Hobo Day parade. Bartley asked Steffensen what was dug up on the northwest corner of the city/county building. Steffensen said they are installing a new drainage pipe.

Commissioner Krogman attended a BATA zoom meeting; attended a Housing & Redevelopment Meeting; attended the Hobo Day Parade; attended a BCOAC Advisory Board Meeting; met with Growth Partnership for a potential grant for a lift station; and attended a Brookings Health Meeting.

Commissioner Boersma attended the Hobo Day parade and attended a Domestic Abuse Shelter Board Meeting.

Commissioner Jensen attended an Extension Board Meeting; attended the Region Local Roads Conference; attended a Jail Expansion Meeting; attended the Hobo Day parade; and attended a BCOAC Advisory Board Meeting.

Jensen said Commissioner Bartley asked how the devices were working in the courthouse basement. Steffensen said RenoDry stopped and did a one-year check. She said they were very impressed how far it has come in that year.

EXECUTIVE SESSION

Motion by Boersma, seconded by Krogman to enter into Executive Session at 9:42 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to come out of Executive Session at 11:01 a.m. All members voted "aye." Motion carried. No action was taken.

Chairperson Jensen declared a recess until 1:00 p.m.

EXECUTIVE SESSION

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

Motion by Krogman, seconded by Bartley to come out of Executive Session at 4:13 p.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by Bartley, seconded by Pierce to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, November 16, 2021 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 of 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.

Jenna Byrd
Senior Finance Assistant
Brookings County

Published once at the approximate cost of _____.