

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, NOVEMBER 21, 2023

The Brookings County Board of County Commissioners met in regular session on Tuesday, November 21, 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.

CITIZEN INVITATION

No one was present.

APPROVAL OF AGENDA

Motion by Bartley, seconded by Jensen to approve the agenda for the November 21, 2023 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA ITEMS

Motion by Hostler, 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 November 7, 2023 Commission Meeting.

Travel Requests: Courtney Steffen to attend the Legislative Round Tables on November 15th in Sioux Falls and November 16th in Watertown; Misty Moser to attend VanDiest Supply Seminar on November 29th in Sioux Falls; Courtney Steffen to attend American Legion Midwinter Conference on February 8th - 11th in Deadwood.

Personnel Action Notices: annual review- Charles Wilderson to \$28.95, effective November 1, 2023; new hire- Full-time Correctional Officer Heidi Bury at \$23.01, effective November 9, 2023; annual review- Brandon Fronk to \$29.53, effective December 1, 2023; retirement- Cliff Friedrich, effective January 12, 2024.

ROUTINE BUSINESS

Approval of Claims

Motion by VanderWal, seconded by Hostler to approve the following claims. 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.

A&B Business Inc, Copier Contract, \$147.30; Allegra Print & Imaging, Letterhead, \$130.95; Alphamedia USA LLC, Operation Snowstorm&Thunderstorm Publication, 2nd 1/2 Property Tax Reminders, \$1,840.00; Amazon Capital Services, Front Office/Deputy Supplies, \$2,809.14; Apple Grove Investments, Tax Certificate, \$1,536.54; Aragon, Martha A, Translation Services, \$200.00; Automatic Building Controls, Glycol-Cleaning, \$110.02; Axon Enterprise Inc, CO's Body Cam Mounts, \$54.62; Bangor Township, RAIF 2023, \$15,056.64; Banner Associates, Prof Services For Samara Ave, Bridge, \$2,315.00; Berkness, Alex, Per Diem-Safety & Loss Conference, \$28.00; Biggerfish, Volunteer Recognition Awards, \$597.22; Bobcat Of Brookings, Rental, \$200.00; Brookings Auto Mall Inc, Patrol Vehicle Maint/Repairs, \$879.15; Brookings City Utilities, BCOAC Utilities/Irrigation, Water For Truck Shed, Courthouse/Lawn Irrigation, Phone Services, Monthly Utilities/Fees, \$12,815.48; Brookings Health System, Oct Blood Alcohol Testing, SFPD Agency Assist, \$7,866.00; Brookings Register, Publications, \$806.60; Buhls Of Brookings Cleaning, 2 Rugs, Rug Rental, Jail Janitorial Supplies, \$225.60; Caliber, Bruce Shop, \$71,065.00; Capital One, Office Supplies/Event Meal Item, \$269.25; Carquest Auto Parts Store, Fuel Stabilizer/Antifreeze, \$132.52; Century Business Products, Copier Contract, \$429.72; Craig Chapman, Boot Reimbursement, \$250.00; Christmas Kids & Cops, Donation, \$1,000.00; CHS, Gas, Diesel For White/Brookings, \$66,381.48; City Of Brookings, June, July, Aug E911 Money, \$76,679.40; Clark Drew Construction, Desk Modifications Project, \$69,035.00; Cofell, Rich, Boot Reimbursement, \$169.91; Cook's Wastepaper & Recycling, Nov 2023 Courthouse, BCOAC Service, Garbage/Waste, Garbage/Waste Utilities, Nov 2023 Recycling, \$954.24; Dakota Data Shred, Paper Shredding Services, \$108.00; Delzer Law Office, Court Appointed Attorney, \$2,488.86; Duininck, Asphalt, \$184,718.96; First Bank & Trust, Cards, \$3,599.45; Fite & Pierce Law Office, Court Appointed Attorney, \$930.30; Foerster Distributing, Janitorial Items For Courthouse, \$127.00; Forrest Holdings Inc, Tax Certificates, \$3,214.75; GE Software Inc DBA EKOS, Fuel Report System, \$358.00; Geotek Engineering Inc, Surfacing, \$5,388.88; Graybar Electric Co Inc, Lighting, \$114.70; Guardian Tax SD, LLC, Tax Certificates, \$14,280.42; Hill, Robert, Logging, Parking, Flight, Conference, \$2,263.84; Hillyard/Sioux Falls, Courthouse Janitorial, Paper Towels, TP, Vacuum Bags, Jail Janitorial Supplies, \$2,253.84; Hometown Service & Tire, Tire Repair, \$35.00; Hungerford Chiropractic, Instant Drug Testing, \$70.00; Hy-Vee Food Store, Donuts/Cookies- Enhanced Class, \$46.21; I State Truck Center, Hood, \$401.38; Info Cubic LLC, 2023 Employment Screenings, Oct 2023 Employment Screenings, \$1,076.45; Intek Cleaning & Restoration, Glycol Cleaning, \$573.37; Interstate Telecom. Coop, Extension Phones, \$385.37; Jarrod's Properties, Tax Certificate, \$767.09; Jimmy Johns #926, PPCC Mtg Meals, \$244.59; Abigail Keith, Per Diem-Safety & Loss Conference, \$28.00; Kimball Midwest, Shop Supplies, \$826.96; Kingbrook Rural Water, Water, \$72.00; Kissner Paving, Distress Warrant Reimbursement, \$104.40; Krogman, Ryan, Mileage To Clear Lake & SF, \$94.86; L&L Auto & Truck Parts, Lamp, Hos Assy, \$127.88; Lily Design LLC, Cold Storage Documents, \$8,283.60; Lowe's, Moxie Low Splash, Mop Refill, Self Tapping Screws/Pvc, \$317.58; Lyle Signs Inc, Markers, \$3,955.00; Martin Oil Company, Mobil Extreme Case, \$550.00; Mediacom LLC, Courthouse WIFI, Oct Law Library Int Service, \$334.33; Midwest Alarm Company, Fire Alarm Monitoring Annual, \$357.57; Minnehaha County JDC, JDC Costs, \$77.00; Moser, Misty, 2023 District Meeting Reimbursement, \$41.60; Move Creative Grandstand, Annual License Fee, \$899.00; National Pen Company, 700 Ink Pens, \$410.95; National Test Systems, 24/7 Suppiles, \$2,425.00; Dan C Nelson, Per Diem To SF - Lobbist Int, NITA Training Registration, \$3,287.32; Nancy J Nelson, Court Appointed Attorney, \$2,391.45; Teree A Nesvold, Court Appointed Attorney, \$6,085.95; Newegg Business Inc, Tech Items For Jail Pre-Booking, \$2,235.90; Northwestern Energy, Oct Natural Gas Usage, \$23.96; Office Peeps Inc, Paper, Rubber Bands, Pens,

Clasp Envelopes, Notary Stamp, Paper, Desk Calendar, Printer Paper, \$429.77; Party Depot, 4 Table Rolls, \$107.96; Perry Electric Inc, Detention Center Air Filters, \$727.16; Pharmchem Inc, Drug Patch Analysis, \$127.80; Prairie Graphics, Shirts For Maintenance Crew, \$172.50; Prochem Dynamics LLC, Jail Janitorial Supplies, \$354.45; South Dakota Public Health, October Blood Tests/Lab Service, \$3,540.00; Qualified Presort Service, Mail Pick-Up, \$68.03; Ramkota Hotel, 2023 Safety & Loss Conference, \$428.00; RFD Newspapers Inc, Publication, \$137.04; Rick Ribstein, Court Appointed Attorney, \$15,471.81; Robby's Auto Shop, Jail Vehicle Maint/Repairs, \$834.17; Running's Supply Inc, Maint Items For Courthouse, \$27.77; Ryde Investment Group LLC, Tax Certificate, \$38,811.59; Satellite Tracking Of People, GPS Monitoring, \$955.50; SD Attorney General's Office, 24/7 Participation, \$3,456.00; SD Dept Of Revenue, Sheriff Trust-Kissner Paving/Schepker/Denny's, \$24,652.55; SD Dept Of Transportation, Bridges, \$1,535.35; SDACO, ROD Modernization&Preservation, \$614.00; Secretary Of State, Notary Filing Fee, \$30.00; Shop 4-H/National 4-H Council, Recognition Event Awards, \$272.45; Sioux Valley Energy, Monthly Bill For Sandpile, \$197.00; Southpaw Defense, Enhanced Renewal Class, \$180.00; State Bar Of South Dakota, Oxner/Nelson- 2023 Bar Dues, \$955.00; Steffensen, Stacy, Per Diem-Safety&Loss Conference, \$148.86; Streicher's, Streicher's, \$119.94; Sturdevant's Auto Parts, Nut/Count, \$44.44; Thomson Reuters - West, Oct Billing Period, \$1,235.93; Town & Country Shopper, Craft Show Advertising, \$240.00; Trenton Township, RAIF 2023, \$26,077.37; Trinity Services Group, Inc, Inmate Meal Services, \$7,679.93; Two Way Solutions Inc, Quarterly Maintenance Contract, Patrol Vehicle Equipment, \$2,869.94; Walburg, Duane, Animal Control Mileage, \$183.54; Wheelco Truck & Trailer, Inventory Supplies, Brake Kit, \$105.77; Witchey, Kristen, Per Diem-Safety & Loss Conference, \$28.00; Kristin A Woodall, Transcripts, \$299.85; WW Tire Service Inc, Rim, Towmax, \$217.95; Yankton County Sheriff, Service Of Process, \$50.00; Brian Zielinski, Court Appointed Attorney, \$930.90.

Department Head Reports

Highway Superintendent Brian Gustad updated the board on the 44th Street and Main Avenue South project. He said the mainline asphalt is completed, but shoulder work and seeding still needs to be done. Gustad said he and Brookings Municipal Utilities both agree that they won't open it back up until the shoulder work has been completed.

Gustad said they had a bid opening for the East Shed and recommended low bidder Caliber, LLC.

Krogman asked Gustad if he'd heard anything on 34th Avenue opening back up. Gustad said the mainline asphalt is completed but asphalt leading into the businesses need to be completed yet.

Sheriff Marty Stanwick said there are 53 inmates in jail and 140 individuals participating on the 24/7 sobriety program. Stanwick said they have a 20-year-old generator that has a radiator that is leaking and needs to be replaced.

Stanwick said Dr. Richard Heib is retiring January 1, 2024 as County Coroner so the Commission will need to appoint another person to fill his term. Stanwick said retired Police Chief Dave Erickson may be interested in being Coroner. In statute, Stanwick said there are not a lot of qualifications for being Coroner. He said you do not need a medical background but need 16 hours of training.

Commission Department Director Stacy Steffensen said the commission would need to appoint someone as County Coroner for the remainder of 2024. She said that person would then take out a petition to run as Coroner.

County Development Director Robert Hill said they've been busy moving offices. Hill said they received two new radios.

He said he attended a Mass Fatality Training with the Department of Health. Hill discussed upcoming dates.

Finance Officer's Report

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

October 2023

Total amount of deposits in bank.....\$47,178,844.37
Total amount of actual cash: Currency.....\$6,097.00
Coins.....\$1.80
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days...\$1,479,892.14
Itemized list of all other items.....\$97,053.48
TOTAL.....\$48,761,888.79

Commission/HR/Veterans: \$44,226.44; Finance Office: \$34,482.15; States Attorney/Welfare: \$44,733.53; Equalization: \$30,493.17; Register of Deeds: \$15,114.30; Sheriff's Office: \$223,497.14; Coroner: \$813.54; Community Health: \$2,877.22; Extension: \$3,569.52; Weed: \$4,730.70; Planning/Zoning: \$10,590.96; Highway: \$87,667.26; Emergency Management: \$6,834.70; BCOAC: \$12,279.21; Technology: \$15,538.20.

AFLAC: \$4,542.86; Avesis: \$1,704.61; Office of Child Support: \$399.00; Delta Dental: \$8,020.08; Flex One: \$1,799.98; Principal Life Insurance: \$1,737.57; Local Teamsters: \$1,574.00; SDRS: \$67,063.34; SDRS Supplemental: \$4,249.00; EFTPS: \$118,890.22; Wellmark: \$119,208.79.

Be it noted, the expenditure adjustments for the month of October 2023 were presented to the board. \$6,866.87 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 October 2023 in the amount of \$35,318.00 was presented to the board.

Motion by Bartley, seconded by Hostler to approve fourth quarter transfers as per budget appropriations.

From General Fund 101-4-911-4294 to Highway & Bridge Fund 201-3-371-0000 in the amount of \$464,684.50.

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

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

REGULAR BUSINESS

Motion by Jensen, seconded by VanderWal to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-47: a plat of Lot 1A Grorud Santema Addition, in the

Southeast Quarter SE ¼ of Section 1, Township 111 North, Range 49 West of the 5th Principal Meridian, Brookings County, 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 #23-48: a plat of Lots 1, 2, 3, & 4 of Copper Ridge Addition in the NE ¼ of Section 9, T110N, R50W of the 5th 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 Jensen, seconded by VanderWal to approve for recording purposes and authorize Chairperson Krogman to sign Resolution #23-49: a plat of Lots 1, 2, & 3 of Berkland Addition in the S ½ of the S ½ of Section 35, T109N, R51W of the 5th P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

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

Motion by VanderWal, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-70: a Memorandum of Understanding between South Dakota State University Extension and Brookings County for 2024. 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 Bartley to approve and authorize Chairperson Krogman to sign Agreement #23-71: a lease renewal agreement between Den-Wil Management and Brookings County for the Community Health Services office. 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.

Motion by Hostler, seconded by Jensen to approve the proposal from Johnson Controls, as bid through Sourcewell, for a new generator at the Brookings City & County Government Center.

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.

Motion by Bartley, seconded by Jensen to approve the low bid of \$239,900 to Caliber, LLC for the Maintenance Equipment Storage Building at the Highway Department. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by VanderWal, seconded by Hostler to approve a Right-of-Way Certificate for project #BRO-B 8006(5), PCN 084G. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to approve and authorize Chairperson Krogman to sign a Request to Fill Vacancy for a Road Foreman in the Highway Department. Background information as provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Hostler to appoint Lindsay Wollmann to the BCOAC Advisory Board, Community-at-Large Member for a 2-year term.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Bartley to appoint Elizabeth Yoshida to the Extension Board for a 1-year term.

All members voted “aye.” Motion carried.

SCHEDULED AGENDA ITEMS – 9:00 A.M.

Motion by Hostler, seconded by Jensen to approve a Package (off-sale) Liquor License for the Brookings Country Club, effective January 1, 2023 to December 31, 2023.

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 Finance Specialist Jenna Byrd.

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

REGULAR BUSINESS

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

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended a Department of Transportation open house for the Highway 14 Bypass project; attended a ‘Coffee with our Legislators’ event; attended a Medary Township Drainage Meeting and attended a 4-H Recognition Awards Banquet.

Commissioner Bartley attended a County Planning & Zoning Meeting; attended a 10-County Meeting; attended a First District Meeting; attended a Veteran’s Day Ceremony at the Dacotah Bank Center; attended a Department of Transportation open house for the Highway 14 Bypass project; attended a ‘Coffee with our Legislators’ event; attended a 4-H Recognition Awards Banquet; and attended a BEDC Meeting.

Commissioner Jensen attended a Joint Powers Board Meeting; attended the Medary Township Drainage Meeting; attended the 4-H Recognition Awards Banquet.

Commissioner Hostler attended a 10-County Meeting; attended a 'Coffee with our Legislators' event; and attended a BCOAC Advisory Board Meeting.

Commissioner Krogman attended a 10-County Meeting and attended a BATA Meeting.

EXECUTIVE SESSION

Motion by Jensen, seconded by VanderWal to enter into Executive Session at 9:12 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations. All members voted "aye." Motion carried.

Motion by Hostler, seconded by Bartley to come out of Executive Session at 10:36 a.m. All members voted "aye." Motion carried. No action was taken.

ADJOURNMENT

Motion by VanderWal, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, December 3, 2023 at 8:30 a.m.

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Jenna Byrd
Finance Specialist
Brookings County

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