

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, FEBRUARY 2, 2021**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 2, 2021 with the following members present: Larry Jensen, Angela 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 February 2, 2021 Commission Meeting as amended. All members voted "aye." Motion carried.

Be it noted, SDCL 1-25-2(4), contract negotiations and SDCL 1-25-2(6), security was added to the Executive Session.

### **CONSENT AGENDA**

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

Personnel Action Notices: new hire- Full-time Appraiser Anita Harrison at \$20.30, effective January 19, 2021; voluntary resignation without notice- Tiffany Sylvers, effective January 27, 2021; annual review- Dane Larsen at \$26.77, effective February 2, 2021; annual review- Jeff Conrad to \$26.24, effective February 1, 2021.

Human Services Report: case #21-007 for rent was approved; case #21-008 for rent was approved; case #21-009 for utilities was denied; case #21-010 for a funeral was approved; case #21-011 for rent was approved.

### **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.

A To Z World Languages Inc, Translation Services, \$80.00; A&B Business Inc, Copier Contract, \$503.28; Agfirst Farmers Coop, Patrol Car Maintenance, \$51.66; Allied 100, Pads For Aed, \$350.00; Anthony Teesdale, Court Appointed Attorney, \$2,010.75; Apa, Apa Membership, \$338.00; Ashley Johnson, COP Rent, \$625.00; Avera Mckennan Hospital, Mental Health Hold, \$2,894.86; Axon

Enterprise Inc, Tazer Cartridges, \$470.00; BEDC, Budgeted Amount, \$35,000.00; Bjordal, Sue, CPR Instructor Renewal, \$10.65; Boarman Kroos Vogel Group, Det Center Professional Service, \$35,263.00; Brookings Area Chamber, SDSU Day At The Capital Reg, \$20.00; Brookings Health System, Emergency Room Sane Kit, \$1,551.75; Brookings Public Library, 1st Quarter Library Services, \$4,375.00; Central Properties / Union, Tax Certificates, \$2,544.36; Century Business Products, Copier Contract, \$133.80; City Of Brookings, 1/3 E911 Call, \$105,477.00; Cook's Wastepaper & Recycling, White/Brookings Shop, \$175.71; Courtesy Plumbing Inc, Keyless Stop Trim, \$246.70; Craig Chapman, Boot Reimbursement, \$250.00; Den-Wil Inc, Community Health Rent, \$960.00; Dr. Theodore Surdy, Court Appointed Attorney, \$1,573.60; Empire Investments LLC, Tax Certificates, \$1,151.94; Executive Mgmt Finance Office, Dec 2020 Network Tech Access, \$112.75; Fastenal Company, Anchor Bolts, \$69.00; Fishback Ins Agency, Notary Renewal-Taylor, \$50.00; Fite, Pierce & Ronning Law, Court Appointed Attorney, \$5,111.14; Foerster Testing Limited, Detention Center Work, \$1,315.00; Forrest Holdings Inc, Tax Certificates, \$6,659.71; Gass Law, Pc, Court Appointed Attorney, \$388.00; Hy-Vee Food Store, Zoning Meeting Refreshments, Inmate Meals, \$14,920.07; Innovative Office Solution, Step Ladder/Refrigerator, \$451.98; Jae Ann Photography, Business Head Shots, \$525.00; Jennifer Goldammer, Court Appointed Attorney, \$504.40; Johnson Controls, CH Fire Alarm Troubleshoot, \$1,171.78; Johnson Controls, CH/Jail Fire Alarm Testing, \$1,958.40; Jordyn Bangasser, Court Appointed Attorney, \$2,090.35; L.G. Everist Inc, Crushed Concrete/Bridgerip Rap, \$3,859.96; Lewis & Clark Behavioral, BMI Intake, \$368.00; Marco, Backup Device, \$20,699.20; Mcgrath North Mullin & Kratz PC LLO, Prof Services Through Dec 31, \$155.00; Mckeever's Vending, Inmate Commisary, \$233.32; Mcleod's Printing & Offic, Township Papers/Books, \$680.77; Mix Dry Cleaners, Patrol Uniform Repairs, \$35.00; Nancy J Nelson, Court Appointed Attorney, \$2,209.55; Office Peeps Inc, 2 Staplers, Office Chair Arms, Office Supplies, Pens, Highlighters, Paper, Bin, Desk Top/Batteries, Planner, Paper, Folders, Envelopes, \$500.62; Pennington County Public, Mental Health Commitment, \$29.00; Prairie Graphics, Tactical Polos, \$149.00; Professional Development, NACO High Perf Acad Tuition, \$1,645.00; RC First Aid, First Aid Kit Refills, \$91.00; RFD Newspapers Inc, Publications, \$1,553.97; Ronald Arp, Execution, \$2,744.60; Rude's Funeral Home Inc, County Burial, \$3,000.00; Saylor Properties, Cop Rent, \$525.00; SD Attorney General's Office, 24/7 Participation Fee, \$4,369.00; SD Dept Of Revenue, 5 Course Certification, \$452.00; SD Dept Of Transportation, Bridge Inspections, \$12,063.09; SDSU Extension Service, Green Tags/Poultry Bands, \$243.75; Secretary Of State, Notary Renewal-Taylor, \$30.00; Sioux Valley Cleaners Inc, Janitorial For Wic, \$442.00; Stacia Jackson, Court Appointed Attorney, \$819.65; TB Partnership, Cop Rent, \$650.00; Tim Hogan, Court Appointed Attorney, \$3,558.00; Vandenberg Law, Court Appointed Attorney, \$2,669.75; Verizon Wireless, Highway Phones, \$40.01; Water Works LLC, 50lb Bags Of Salt, \$99.80; Wells Fargo, Wells Fargo, \$997.59; Yankton County Sheriff, Service Of Process, \$50.00; Yankton County Treasurer, Mental Illness Charges, \$245.00; Cell Phone Reimbursements: Thomas Chester, \$30.00; Bartley, Michael, \$75.00; Eileen Aberle, \$45.00; Anderson, Jeffrey G, \$75.00; Jennifer Beller, \$75.00; Biteler, David, \$30.00; Suzanne Bjordal, \$30.00; Angela Boersma, \$75.00; Rusty Brandsrud, \$30.00; Brehmer, Jacob, \$105.00; Dave Bublitz, \$45.00; Chapman, Beverly, \$105.00; Jeffrey Conrad, \$30.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Brian Gustad, \$105.00; Richard Haugen, \$45.00; Heidemann, Terrance, \$30.00; Hieb, Jere, \$30.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Huber, Dustin, \$105.00; Jensen, Larry, \$75.00; Justin Johnson, \$30.00; Benjamin Kleinjan, \$105.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Eric Mette, \$75.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Dan C Nelson, \$105.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Tara Rodriguez, \$30.00; Bryan Schreur, \$30.00; Schultz, Lori, \$105.00; Sebring, Scott,

\$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Steffensen, Stacy, \$105.00; Cody Sunderland, \$30.00; Sweebe, Bart, \$105.00; Witchey, Kristen, \$45.00.

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

Highway Superintendent Brian Gustad said he attended Brookings SDSU Day via zoom and attended a progress meeting for the Bruce bridge.

Finance Officer Lori Schultz said she'd like to change the process of how they pay for cellphones. Schultz said she'd like to pay for cellphones using direct deposit instead of cutting paper checks. Schultz also said she's been looking at the way they handle the annual report. Currently, she said they use GASB 34 instead of cash basis, which is something she's looking to change. Schultz said by going to cash basis, it will make reporting much easier and much more efficient. Schultz said Brookings County is only 3 of 66 counties who still use GASB 34.

Commissioner Krogman said it would be very helpful for the board to hear from Legislative Audit Jeff Schaefer on the pros and cons for using cash basis instead of GASB 34. Commission Department Director Stacy Steffensen said they've discussed switching to cash basis for several years, but never went through with it. Schultz said she will invite Schaefer to a future meeting.

County Development Director Robert Hill discussed the 2020 Planning & Zoning and Development Department report with the board.

Hill discussed the points of dispensing (POD) with the board. He said for them to instigate the POD, they need 1,000 vaccines on hand. He said the Brookings Health system is the entity who receives the vaccines and they've been receiving 300-400 doses a week.

Hill said they've been busy with preliminary planning for when the POD is activated. He said the workers will need to be fed and asked the board for permission to spend money to feed them.

Commissioner Pierce said Brookings City Manager Paul Briseno interviewed Jason Merkley, President and CEO of the Brookings Health System, and Merkley said he did not anticipate that the POD would be activated. Hill said activation is based on the number of vaccines given.

Pierce asked Hill if he is following the bill that pertains to conditional use permits and special exceptions. Hill said he contacted Executive Director of First District Association of Local Governments Todd Kays about the bill and was informed by Kays that, that bill is specifically for municipalities.

BCOAC Director Dustin Huber updated the board on attendance at the facility as well as events that have taken place.

Huber said Trane will be coming to install a duct heater in the duct piped over to the Game, Fish & Parks offices. He said they are also working on a proposal with Trane for a classroom unit.

Huber said DVL Fire Safety inspected all of the fire extinguishers so they are good to go for another year.

Huber said they've hired two additional part-time employees.

Sheriff Martin Stanwick commended Jail Administrator Bart Sweebe and his staff for dealing with not only the expansion but all of the 24/7 program traffic. He said they continue to stay busy with arrests and domestic assaults. Stanwick said there are 33 inmates in jail.

Stanwick said his school resource officer continues to stay busy as well. Stanwick said he made 16 contacts in Volga; 13 contacts in Elkton; and 13 contacts in White. He said his school resource officer has been dealing with a lot of truancy.

Stanwick said they've hired another deputy from Hand County.

Stanwick said the opening of the jail is right around the corner in September. Stanwick said Sweebe has been tasked to start planning for staffing. He suggested creating a small jail committee consisting of a couple of commissioners to help with that process. Steffensen said it would be beneficial to have at least one commissioner or two sit it on those meetings. Bartley said he sits on the Jail Expansion Committee and would be willing to meet, and Jensen and Boersma have been sitting on the jail progress meetings.

Sweebe presented drone footage on the progress of the detention center.

## **REGULAR BUSINESS**

Motion by Boersma, seconded by Krogman to approve and authorize Chairperson Jensen to sign Resolution #21-03: a resolution designating the contact person to request assistance from the South Dakota Wildland Fire Coordinator pursuant to SDCL 41-20A-11. 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 #21-03**

A RESOLUTION DESIGNATING THE CONTACT PERSON TO  
REQUEST ASSISTANCE FROM THE SOUTH DAKOTA WILDLAND FIRE COORDINATOR  
PURSUANT TO SDCL 41-20A-11  
AND AMENDING RESOLUTION #03-37

WHEREAS the South Dakota Wildland Fire Coordinator is authorized to assist in fighting range fires throughout the State, but only if a county formally requests the assistance.

WHEREAS there may not be sufficient time to hold a meeting and adopt a resolution during a fire.

WHEREAS Brookings County wishes to designate a person with authority to request assistance under SDCL 41-20A-11.

THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners that the following person be designated to request assistance under SDCL 41-20A-11.

THEREFORE BE IT ALSO RESOLVED that this resolution amends Resolution #03-37.

Robert Hill  
Brookings County Emergency Management  
520 3<sup>rd</sup> St., Suite 200  
Brookings, SD 57006  
(605)692-5212  
After work hours (605)690-5041

Dated this 2<sup>nd</sup> day of February, 2021.

ATTEST:

Larry Jensen  
Chairperson  
Brookings County Commission

Lori Schultz  
Finance Officer  
Brookings County

Motion by Bartley, seconded by Boersma to approve and authorize Chairperson Jensen to sign Resolution #21-04: a resolution setting weight limit enforcements on Brookings County highways. Background information was provided by Highway Superintendent Brian Gustad.

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

### RESOLUTION #21-04

#### A RESOLUTION SETTING WEIGHT LIMIT ENFORCEMENTS ON BROOKINGS COUNTY HIGHWAYS

WHEREAS, seasonal climatic changes can be detrimental to our highways; and

WHEREAS, the Brookings County Board of County Commissioners desires the enforcement of weight limitations on Brookings County roads as set forth by the Brookings County Highway Superintendent.

NOW THEREFORE BE IT RESOLVED, the limit on Brookings County highways shall be set as seven (7) ton per axle on all asphalt surface roads when limit signs are in place; and

The South Dakota Highway Patrol be and hereby is authorized and requested to enforce weight limitations on Brookings County highways.

BE IT FURTHER RESOLVED that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55.

Vote of the Brookings County Board of County Commissioners:   5   Yea   0   Nay

Dated this 2<sup>nd</sup> day of February, 2021.

Larry Jensen  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

Motion by Pierce, seconded by Boersma to approve and authorize Chairperson Jensen to sign Agreement #21-04: a State of South Dakota consultant contract for provision of Community Health Services between Brookings County and the South Dakota Department of Health Family and Community Health Child and Family Services. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Bartley, seconded by Boersma to approve and authorize Chairperson Jensen to sign Agreement #21-05: an agreement for voluntary right-of-way donation between Brookings County and Twila Eggers for project #BRF 6312(00)18-1, PCN 06VH. Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Bartley to approve and authorize Chairperson Jensen to sign Agreement #21-06: an agreement for voluntary right-of-way donation between Brookings County and Sean Lesnar for project #BRF 6312(00)19-1, PCN 06VH. Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Bartley to approve Change Order 002 for the Detention Center project. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Krogman to approve the Right-of-Way Certificate for project #BRF 6312(00)18-1, PCN 06VH.

All members voted "aye." Motion carried.

Motion by Bartley, seconded by Boersma to approve the Utilities Certificate for project #BRF 6312(00)18-1, PCN 06VH. Background information was provided by Highway Superintendent Brian Gustad.

All members voted "aye." Motion carried.

Motion by Pierce, seconded by Krogman to approve and authorize Chairperson Jensen to sign a Request to Fill Vacancy for a Deputy State's attorney.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Bartley to approve and authorize Chairperson Jensen to sign a Request to Fill Vacancy for a full-time Female Correctional Officer.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to transfer a Lenovo M600 Desktop (#17-132) from the Brookings County Outdoor Adventure Center to the Sheriff's Office and three (3) sets of table/chair racks (#79086, #79089, #79088) from Brookings Extension to the Weed & Pest Department; to declare a security fence (#00034), AR-M237 Sharp copier (#79269), Destroy IT shredder 2503 (#79248), boom mower for Tiger Tractor mower (#0609A), black leather chair (#79137), Nortek computer (#79250) Nortek computer (#79251), Nortek AM 2 64 computer (#79253) as surplus property to be transferred or disposed of. Background information was provided by Senior Finance Assistant Jenna Byrd.

All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to approve changes to the Sick Leave Bank policy.

Background information was provided by Commission Department Director Stacy Steffensen. Steffensen said the changes made will make it a lot less restrictive for county employees. She said they discussed this change with the union representative and they were okay with it. Commissioner Pierce said she read the policy and wants to be sure they are not saying someone has the right or is entitled to those 80 hours of sick leave every 5 years. Steffensen said the policy will be controlled by the commission. States Attorney Dan Nelson said he has no concerns with the way the policy is written.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen discussed the fund balances of the county. She said the December report will not be finalized until the Finance office officially closes FY20 in late February or late March.

Steffensen presented a detention center financial summary report from 2017 to 2020 as requested by Commissioner Krogman.

Steffensen discussed an upcoming change order for \$12,165. She said at the jail progress meeting, they found out that the cell units were spec’d as stainless steel. She said what everyone preferred and what was discussed was a white powder coat and not stainless steel. She said the board will see the official change order during a future meeting, but asked for consensus to make that change so they can move forward with the project. By consensus, the board agreed to use a white powder coat for the jail cells instead of stainless steel.

IT Specialist Shawn Plowman said he is trying to apply for some grant funds for an additional layer of network security for the County’s network. He said this would be utilized to analyze all incoming and outgoing traffic, and block malicious traffic. Plowman said even if he doesn’t receive grant dollars for it, he may still budget for it if the board allows spending money for an additional layer of network security.

States Attorney Dan Nelson discussed a 3 year grant called the Second Chance Act. Nelson said Executive Director Darla Biel identified the State’s Attorney’s Office as a sub-recipient of the grant. He said the Brookings Police Department will be the primary grant holder. Nelson said it’s a program aimed at providing treatment to children/minors whose parents are incarcerated.

Nelson asked the board for their permission to sign documents allowing them to be a sub-recipient of the grant. By consensus, the board approve Nelson signing documents allowing them to be a sub-recipient of the grant.

## **COMMISSIONERS’ REPORTS & DISCUSSION**

Commissioner Pierce attended Brookings SDSU Day via zoom; participated in the County Commissioner Legislative update; participated in the legislative update with the Public Affairs Committee; listened to the District 7 Forum; and attended the Ad hoc drainage meeting.

Commissioner Bartley attended Brookings SDSU Day via zoom and attended a jail meeting.

Commissioner Krogman attended Brookings SDSU Day via zoom; attended the BCOAC Advisory Board Meeting; attended the Brookings Health Board Meeting; and attended a BATA Meeting.

Commissioner Boersma attended Brookings SDSU Day via zoom; attended an ICAP Board Meeting; attended an E-911 Meeting; met with Andrew Sloss to get caught up on what's happening with BEDC; attended a Brookings Behavioral Health & Wellness Meeting; attended a BEDC Board Meeting; and moderated the District 7 Forum.

Commissioner Jensen attended Brookings SDSU Day via zoon; attended an E-911 Meeting; attended a BCOAC Advisory Board Meeting; and attended a Jail Expansion Meeting

### **EXECUTIVE SESSION**

Motion by Boersma, seconded by Krogman to enter into Executive Session at 10:26 a.m., in accordance with SDCL 1-25-2(1)(4)(6), personnel, contract negotiations and security. All members voted "aye." Motion carried.

Motion by Boersma, seconded by Krogman to come out of Executive session at 12:33 p.m. All members voted "aye." Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Krogman, seconded by Boersma to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, February 16, 2021 at 8:30 a.m.

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Jenna Byrd  
Senior Finance Assistant  
Brookings County

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