

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, FEBRUARY 4, 2020**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 4, 2020 with the following members present: Michael Bartley, Larry Jensen, Lee Ann Pierce, Angela Boersma and Ryan Krogman.

### **CALL TO ORDER**

Chairperson Bartley called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Jensen, seconded by Pierce to approve the agenda for the February 4, 2020 Commission Meeting as amended. Roll call vote: Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried.

Be it noted, SDCL 1-25-2(1), personnel was added to the Executive Session.

### **CONSENT AGENDA**

Motion Boersma, seconded by Krogman to approve the consent agenda. Roll call vote: Boersma "aye," Krogman "aye," Jensen "aye," Pierce "aye," Bartley "aye." Motion carried. The consent agenda consisted of the minutes from the January 21, 2020 Commission Meeting.

Travel Requests: Jennifer Beller to attend an Annual Report Training on January 29<sup>th</sup> in Mitchell; Misty Moser to attend recertification classes to update Commercial applicator's license on January 31<sup>st</sup> in Mitchell; Jim Sampson to attend the ESRI National GIS User Conference on July 12<sup>th</sup>-17<sup>th</sup> in San Diego, CA; Bryan Schreur to attend a Glock Armorer's Course on November 5<sup>th</sup> in Yankton.

Personnel Action Notices: termination- Kristin Heismeyer, effective January 27, 2020; position change-Cody Sunderland to full-time Courthouse Security Deputy at \$24.49, effective February 10, 2020.

Human Services Report: case #20-005 for rent was approved; case #20-006 for utilities was denied; case #20-007 for rent was approved.

### **ROUTINE BUSINESS**

*Approval of Claims*

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

A&B Business Inc, Copier Maintenance Contract, \$510.01; Action Target, Gun Cleaning Supplies, \$838.38; Adams, Jason, Court Appt Attorney, \$804.74; American Stamp & Marking, Self Inking Stamp, \$158.67; AMP Electric Construction, Check 3rd Floor Crthouse Light, \$88.59; Anderson Oil, Diesel for White, \$993.20; Anthony Teesdale, Court Appt Attorney, \$2,739.55; APA, 1yr APA Membership, \$338.00; AT&T Mobility, Nighthawk MIFI Mobile WIFI, \$40.04; Aurora Auto Body & Glass Inc, Patrol Vehicle Maintenance, \$68.99; Blackstrap Inc, Salt, \$16,377.38; Boarman Kroos Vogel Group, Detention Center Expansion, \$27,672.71; Bozied Oil Co Inc, Patrol Car Washes, Tow, \$265.00; Brehmer, Jacob, Fuel Reimbursement, \$74.03; Brock White Company, Rent Router, \$1,715.00; Brookings Area Chamber, 2020 Brookings Day Donation, \$600.00; Brookings County Historic Society, 2020 Budget Allocation, \$5,000.00; Brookings Health System, Blood Alcohol Testing, \$11,556.00; Brookings Health System, ER SANE Kit, \$341.50; Brookings Health System, Mental Health Holds, \$8,420.94; Brookings Property Management, COP Rent, \$650.00; Brookings Public Library, 1st Qtr 2020 Library Services, \$4,375.00; Brookings Regional Humane Society, 2020 Budget Allocation, \$10,000.00; Brookings Register, Yearly Subscription & E-Edition, \$188.00; Buhls of Brookings Cleaners, Jail Supplies- Rug Rental, \$81.80; Capital I Industries Inc, Quick Attach One Way Snow Plow, \$23,600.00; Century Link, Long Distance Service, \$142.24; City of Brookings, Cnty Share E911 Call Demand, \$144,865.00; City of White, White Shop Utilities, \$96.60; Darcy Lockwood, Inv Mental Illness Hearing, \$30.00; Dell Marketing LP, Dell Computers, \$7,023.20; Department of Motor Vehicles, Title Transfer/Plates, \$16.20; Donald McCarty, Court Appt Attorney, \$4,945.89; Ecolab Pest Elimination, Pest Control, \$87.87; Einspahr Auto Plaza, Patrol Vehicle Maintenance, \$68.08; Elkton Community Library, 2020 Budget Allocation, \$3,200.00; Empire Investments Llc, Tax Certificate, \$3,133.73; Empire Investments Llc, Tax Certificate, \$2,328.11; Empire Investments Llc, Tax Certificate, \$884.68; Empire Investments Llc, Tax Certificate, \$525.25; Executive Mgmt Finance Office, Dec 2019 Tech Access Fee, \$53.00; Fastenal Company, Courthouse Filters, \$130.73; Faulk County Sheriff, Inmate Housing/Transport, \$5,270.00; First District Association, 2nd Qtr Payment Dues, \$11,376.34; Fite, Pierce & Ronning Law Office, Court Appt Attorney, \$7,657.60; Fix It Shop Locksmith, Unlock Pick Up Door, \$50.00; Foerster Distributing, Janitor Supplies, \$789.20; Gass Law, Pc, Court Appt Attorney, \$576.60; Graybar Electric Co Inc, Shop Light Bulb, \$17.74; Hometown Service & Tire, Llc, Vehicle Service, \$87.99; Hy-Vee Food Store, Inmate Meals, Mtg Supplies, \$23,199.32; Infinite Welding and Machine, Pipe, \$27.50; Inter-Lakes Community Action, 1st Qtr Comm Service Worker, \$4,048.25; International Code Council, 2020 Membership, \$135.00; Interstate Power Systems Inc, Repairs, \$7,857.85; Jeffrey Conrad, Boot Reimbursement, \$100.00; Jennifer Goldammer, Court Appt Attorney, \$11,068.90; Jon Pike, Boot Reimbursement, \$100.00; Jordyn Bangasser, Court Appt Attorney, \$1,534.70; Katterhagen, Mark, Inv Mental Illness Hearing, \$30.00; Kennedy Pier Knoff Loftus, Llp, CAA Inv Mental Illness Hearing, \$390.00; Kevin Murfield, Meal Reimbursement-Training, \$94.00; Kristin A Woodall, Grand Jury Transcripts, \$530.80; Kyle's Tools, Shop Tool, \$60.85; L.G. Everist, Inc, Icing Sand, \$1,380.30; Lewno, Lucy, Inv Mental Illness Hearing, \$331.50; Locators & Supplies, Gloves, \$76.89; Lowe's, Dry Wall, \$51.44; Martin Oil Company, Grease, Winter Dyed Diesel, \$2,128.21; McKeever's Vending, Inmate Commissary, \$195.76; Mcleod's Printing & Office, Township Packets, \$679.92; Midwest Glass, Windshields, \$994.76; Mills Property Management, COP Rent, \$650.00; Nancy J Nelson, Court Appt Attorney, \$3,429.54; Newegg Business Inc, Computers Printer, IT Supplies, \$3,700.89; Nielsen's, Shop Cord, \$15.46; Northwestern Energy, Natural Gas Usage, \$1,057.40; Office Peeps Inc, Office Supplies, \$2,156.34; Outlaw Graphics, Vehicle Graphics & Install, \$39.00; Prairie Environmental Consulting, Asbestos Inspection - Det Cntr, \$1,136.00;

Prochem Dynamics Llc, Supplies, \$433.14; Qualified Presort Service, 2020 Assessment Notice Mailing, \$3,800.00; Qualified Presort Service, Balance of Tax Notice Mailing, \$531.27; RC First Aid, First Aid Kit Refills, Supplies, \$167.50; Redwood Toxicology Laboratory, Drug Patches/ Supplies, \$914.06; Research Park at SDSU, 2020 Budget Allocation, \$65,000.00; Rick Ribstein, Court Appt Attorney, \$941.30; Running's Supply Inc, Shop Supplies, Heater, \$475.71; Sioux Valley Cleaners Inc, WIC January Janitorial, \$460.00; Steven Ust, Building Inspections, \$600.00; Teree A Nesvold, Court Appt Attorney, \$3,789.55; Terry D Wiczorek PC, Court Appt Attorney, \$1,246.83; Tim Hogan, Court Appt Attorney, \$3,014.65; Transource, Switch, Wiper, U Joint, \$337.81; Tri Technical Systems, General Ledger Module & Support, \$885.75; Two Way Solutions Inc, White Fire Dept, \$5,118.00; UPS Store, SDSU Wrestling Promo Material, \$54.00; Vandenberg Law, Court Appt Attorney, \$1,145.50; Verizon Wireless, Wireless Service, \$40.01; Walburg, Duane, Animal Control Mileage, \$92.40; Walmart Community, Phone Cards, Supplies, \$317.63; Water Works Llc, Replace O Rings, \$105.00; Wells Fargo, Wells Fargo CC Charges, \$2,933.93; When I Work Inc, Scheduling Program, \$1,482.00; Yankton County Sheriff, Service of Process, \$50.00; Yankton County Treasurer, Mental Illness Charges, \$120.00; February Cell Phone Reimbursements: Bartley, Michael, \$75.00; Eileen Aberle, \$45.00; Anderson, Jeffrey, \$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; Buseth, Vicki, \$105.00; Chapman, Beverly, \$105.00; Jeffrey Conrad, \$30.00; Friedrich, Cliff, \$45.00; Giegling, Mike, \$30.00; Gross, Linda, \$30.00; Brian Gustad, \$105.00; Haider, Darin, \$60.00; Richard Haugen, \$45.00; Heidemann, Terrance, \$30.00; Hieb, Jere, \$30.00; Hieb, Richard, \$30.00; Hill, Robert, \$105.00; Holzhauser, Michael, \$105.00; Jensen, Larry, \$75.00; Justin Johnson, \$30.00; Benjamin Kleinjan, \$105.00; Larry Klingbile, \$30.00; Kriese, Jeremy, \$30.00; Krogman, Ryan, \$75.00; Langstraat, Manual, \$30.00; Dane Larsen, \$30.00; Littlecott, Laura, \$45.00; Mccrea, Don, \$15.00; Eric Mette, \$75.00; Moser, Misty, \$75.00; Kevin Murfield, \$30.00; Dan C Nelson, \$105.00; Paige Petersen, \$105.00; Lee Ann Pierce, \$75.00; Jon Pike, \$60.00; Plowman, Shawn, \$90.00; Bryan Schreur, \$30.00; 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, \$75.00.

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

Weed & Pest Supervisor Misty Moser discussed upcoming dates with the board. Moser said the Towns and Townships Meeting is Thursday, March 5<sup>th</sup>.

Sheriff Martin Stanwick said there are 38 inmates in jail and 137 individuals participating on the 24/7 program. Krogman said the number of individuals participating on the 24/7 program stays pretty consistent; he asked Stanwick if those are new individuals or if those are people who are relapsing. States Attorney Dan Nelson said the 24/7 program is often a pre-trial bond condition so those are people who have to be on the program before and while they await their sentence.

Stanwick said they've had three emergency committals in the month of January and two yesterday. He said they did utilize Telehealth, but had problems with the connection.

Stanwick said his department continues to watch the bills going through legislation.

Stanwick said there's an upcoming Courthouse Security meeting to discuss the needs of the courthouse. He said he did apply for a grant to help cover the cost of a new television for the judges and new wands.

Finance Officer Vicki Buseth said the CPI for next year will be 1.7%, which is down from last year's 2.1% but still at a good rate. Buseth said the 2006 Dodge Durango that was listed for sale was

sold for \$1,625.00. Buseth said Brookings County will have seven liquor licenses available for 2021. Buseth informed the board that they may see a notice in the newspaper for an available liquor license for the remainder of this year. She said Meadow Creek was recently annexed into the City of Volga leaving their liquor license with the county available.

Director of Equalization Jacob Brehmer said his office has wrapped up assessments and notices will be mailed in the next couple of weeks.

County Development Director Robert Hill said he met with Jay Gilbertson, East Dakota Water Development, about the formation of a Drainage Ad Hoc Committee; had Sioux Falls Solutions install an EM1 truck radio; picked up 12,000 more sandbags out of Federal Surplus; dropped off 1,000 sandbags to Volga; and attended a Flood Meeting in Mitchell. Hill said right now, Brookings has a 95% chance of the Big Sioux River basin flooding which is based off the National Weather's hydrology website. He said it has to do with the depth of the frost line.

Hill attended the Volga City Council Meeting to discuss EM matters and the census and attended the Pipeline Safety Program.

Hill discussed upcoming dates with the board.

Pierce asked when the Big Sioux basin will flood. Hill said the projected date is April 20<sup>th</sup>. Pierce asked Hill if he would share that information with the Lake Associations.

Hill reviewed the 2019 year end Planning & Zoning Report.

Veterans & Human Services Director Michael Holzhauser said USD Law School will be at the VFW helping veterans with any legal questions that they might have.

Holzhauser said he continues to go up on campus to meet with the veterans.

Holzhauser said welfare numbers continue to decline.

## **REGULAR BUSINESS**

Motion by Krogman, seconded by Jensen to approve Abatement #20-05: an abatement request made by the City of Brookings/Brookings Municipal Utilities for parcel #06000-11050-132-00 in the amount of \$4,938.23. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Boersma, seconded by Jensen to approve Abatement #20-09: an abatement request made by the City of Aurora for parcel #31183-00600-000-01 in the amount of \$244.70. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Pierce, seconded by Boersma to approve Abatement #20-10: an abatement request for a property tax exemption for parcel #22980-11051-202-10 in the amount of \$1,322.47. Background information was provided by Director of Equalization Jacob Brehmer.

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

Motion by Boersma, seconded by Krogman to approve Abatement #20-11: an abatement request for a property tax exemption for parcel #34960-10947-211-15 and parcel #34960-10947-211-85 in the amount of \$899.94 for 2018 pay 2019 and in the amount of \$197.98 for 2019 pay 2020.

Commission Department Director Stacy Steffensen said two numbers were transposed for the 2019 pay 2020 amount.

Motion by Krogman, seconded by Boersma to amend the main motion to read \$917.98 instead of \$197.98 for 2019 pay 2020. Roll call vote on amendment: Krogman "aye," Jensen "aye," Pierce "aye," Boersma "aye," Bartley "aye." Amendment carried. Roll call vote on main motion as amended: Jensen "aye," Pierce "aye," Boersma "aye," Krogman "aye," Bartley "aye." Motion main as amended carried.

Motion by Krogman, seconded by Boersma to approve Abatement #20-15: an abatement request for a property tax exemption for parcel #40090-00800-009-00 in the amount of \$242.34. Background information was provided by Finance Officer Vicki Buseth.

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

Motion by Jensen, seconded by Boersma to approve Abatement #20-16: an abatement request for a property tax exemption for parcel #12000-10950-11-20 in the amount of \$325.96.

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

Motion by Boersma, seconded by Krogman to approve Abatement #20-18: an abatement request for a property tax exemption for parcel #31960-10949-031-40 in the amount of \$1,179.28.

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

Motion by Pierce, seconded by Boersma to create an ad hoc committee to review drainage issues in the county.

County Development Director Robert Hill said he talked with Jay Gilbertson with East Dakota Water Development and former Representative Spence Hawley and both have agreed to serve on the committee. Hill said he talked with City Manager Paul Briseno about having someone from the city on the committee and Briseno said he would like a 'Statement of Focus' from the county before he assigns someone to the committee. Commissioner Pierce said after discussing it with Bartley after the last meeting, she would be willing to serve on the committee. Bartley asked if this committee would be seven or nine members. Pierce said Lyle Bowes expressed interest in serving as well.

Commissioner Krogman said his thoughts for this committee would be for them to look at the before and after photos and identify the areas that have been impacted the most, bring back the list of areas that are prone to flooding to the board. Steffensen suggested adding GIS Technician Jim Sampson to the committee as a representative because he is familiar with the imagery. Pierce said Deputy States Attorney Ben Kleinjan was also recommended to be on the committee so there is someone looking at the statutes that could already be in place that the County Commission can start reinforcing. Bartley said the board needs to decide what exactly the committee is going to study and how many members would serve.

Motion by Pierce, seconded by Krogman to amend the main motion to appoint Jay Gilbertson, Spence Hawley, Lyle Bowes, Lee Ann Pierce, Robert Hill, GIS Technician Jim Sampson and Deputy States Attorney Benjamin Kleinjan to the ad hoc committee to review drainage issues and report back their findings within 12 months.

Hill asked about funding. Pierce asked if the committee could just come back to the board if and when they need funds. Jensen said after this committee reports back on their findings, what is it going to lead to. He wondered if the county would be able to do anything about it. Krogman said there will be opportunities within the county's capabilities; whether it be to replace some culverts, make them bigger, paying for it or even talking to landowners.

Bartley asked what the focus of the group will be. Krogman said the committee could look at the pictures of different areas of the county and then see if there are areas where something could get done and make recommendations back to the board. Boersma said as a whole, she supports this as a concept, but the board shouldn't be establishing ad hoc committees that don't have a clear purpose, mission and timeline. Boersma said she would like to see a written document that clearly states that at the next commission meeting.

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

Bartley asked how often the committee would report back to the board. Bartley suggested quarterly.

Roll call vote on main motion as amended. Pierce "aye," Boersma "aye," Krogman "aye," Jensen "aye," Bartley "aye." Motion carried.

Motion by Krogman, seconded by Boersma to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Director at the Brookings County Outdoor Adventure Center. All members voted "aye." Motion carried.

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Patrol Deputy Sheriff in the Sheriff's Office. All members voted "aye." Motion carried.

Motion by Jensen, seconded by Boersma to declare nine sets of 6' x 3' metal shelving units, 1- 5.5' x 5' wooden brochure rack and 1- 29" x 20" x 28" metal hanging file cupboard on wheels as surplus property to be donated or destroyed. All members voted "aye." Motion carried.

The board reviewed of the Brookings County Strategic Plan with Commission Department Director Stacy Steffensen.

The board reviewed the updated Brookings County Work Plan with Commission Department Directory Stacy Steffensen.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen asked for consensus from the board to start advertising for a Supplemental Budget hearing for the Register of Deeds Tech Fund. Steffensen said Register of Deeds Bev Chapman wants to purchase a new file system for \$14,500.00, which includes the removal of the old system, the purchase of the new file system and the installation. By consensus, the board agreed to start advertising for a Supplemental Budget hearing.

Steffensen said there was an internal promotion leaving a truck driver position open. Steffensen asked the board for permission to start advertising for that position. By consensus, the board agreed to start advertising for the open position.

Steffensen said Kimberly Elenkiwich resigned her position from the Planning & Zoning Commission. Steffensen asked the board for permission to publish that vacancy. By consensus, the board agreed to start advertising for that position.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended the BEDC Meeting; attended the County Holiday Party; attended the Chamber's Gear up Summit; attended the Brookings Juvenile Justice Meeting; and attended the Homeless Housing Ad Hoc Committee Meeting.

Pierce discussed bills going through the legislature.

Commissioner Boersma facilitated a retreat for Brookings Behavioral Health and Wellness; attended the County Holiday Party; attended the 20<sup>th</sup> Street Overpass Meeting; participated in the WILL Summit; attended a Domestic Abuse Meeting; attended the Brookings Juvenile Justice Meeting; and attended the Homeless Housing Ad Hoc Committee Meeting.

Commissioner Krogman attended a BATA Meeting; attended the County Holiday Party; attended a BCOAC Meeting; attended the BCOAC Advisory Board Meeting; attended a Brookings Health Board Meeting; and met with Commission Department Director Stacy Steffensen to discuss the vacant BCOAC Director position.

Commissioner Jensen attended the County Holiday Party; met with representatives from the City of Volga to discuss Samara Avenue; met with Highway Superintendent Brian Gustad and Commission Department Director Stacy Steffensen; and attended the BCOAC Advisory Board Meeting.

Commissioner Bartley attended the County Holiday Party; attended a discussion on how joint meetings would be handled with the City of Brookings; met with representatives from the City of Volga to discuss Samara Avenue; met with City Manager Paul Briseno and his staff about the MOU on the 20<sup>th</sup> Street Overpass project.

Bartley discussed bills going through the legislature.

## **EXECUTIVE SESSION**

Motion by Pierce, seconded by Jensen to enter into Executive Session at 9:52 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations. All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to come out of Executive Session at 12:29 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 18, 2020 at 8:30 a.m.

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Jenna Byrd  
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Brookings County

Published once at the approximate cost of\_\_\_\_\_.