

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, OCTOBER 6, 2020**

The Brookings County Board of County Commissioners met in regular session on Tuesday October 6, 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 at 8:30 a.m.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

Motion by Jensen, seconded by Krogman to approve the agenda for the October 6, 2020 Commission Meeting. All members voted "aye." Motion carried.

### **CONSENT AGENDA**

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

Travel Requests: Martin Stanwick to attend the Sheriff's Fall Conference on October 6<sup>th</sup>-7<sup>th</sup> in Pierre; Mandi Cramer, Amy Christensen & Paige Petersen to attend a virtual 20<sup>th</sup> Annual Community Response to Child Abuse Conference on September 30<sup>th</sup>-October 1<sup>st</sup>.

Personnel Action Notices: new hire- Highway/Weed Truck Driver Dennis Buchholtz at \$15.87, effective September 21, 2020; new hire- Part-time BCOAC Membership Assistant Jacob Wilson at \$15.87, effective September 29, 2020; new hire- Temporary Election Worker Stacie Douglas at \$12.00, effective September 29, 2020; new hire- Part-time BCOAC Membership Assistant Lisa Bratty at \$15.87, effective September 30, 2020.

Human Services Report: case #20-94 for utilities was denied; case #20-095 for rent was approved; case #20-097 for utilities was approved; case #20-098 for utilities was approved; case #20-099 for utilities was approved; case #20-100 for utilities was approved; case #20-101 for rent was approved; case #20-102 for utilities was approved.

Outside Employment Request: Cody Sunderland to engage in outside employment with Off Duty Services and the City of White.

### **ROUTINE BUSINESS**

*Approval of Claims*

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

Commissioner Pierce said several line items are over budget and asked for a reason. Highway Superintendent Brian Gustad said they had extra asphalt expenditures and they had to do repairs on several roads that washed out. He said some of those bills should have come out of a different line. Gustad said he will look into it.

Pierce asked that the matter be on the agenda for the next meeting so they can see exactly where they are at in the highway department budget and the detention center budget.

A&B Business Inc, Copier Contract, \$516.41; Agfirst Farmers Coop, Bruce/Sinai Shop, \$196.58; Airgas Usa LLC, Safety Glasses, \$121.23; Anderson, David, Refund COC August Payment, \$190.00; Anthony Teesdale, Court Appointed Attorney, \$3,093.95; Aragon, Antonio, Translation Services, \$62.50; AT&T Mobility, Sheriffs Phone, Nighthawk Mifi Mobile Wifi, \$440.44; Barnett, Rita, 1/2 Pymt Yearly Storage Rent, \$200.00; Best Western Ramkota Inn, County Convention Hotel Rooms, \$799.92; Boarman Kroos Vogel Group, Det Center Exp Prof Services, \$14,050.00; Bobcat Of Brookings, Filters, \$453.51; Brookings City Utilities, Cop Utilities, \$731.48; Brookings County Finance, Delinquent Taxes, \$325.00; Brookings County Leader', State Livestock Judging Team, \$500.00; Brookings Empowerment, Brookings Co Funding-Fy2020, \$500.00; Brookings Health System, Inmate Medical, \$6,535.23; Brookings Inn, 3 Night Stay, \$149.47; Buhls Of Brookings Clean, Jail Supplies, Rug Rental, \$105.50; Century Business Product, Square 9 Annual Contract, \$1,285.44; Century Link, Invoice#151198703, \$145.88; Cintas Corporation, Uniforms, \$135.74; City Of Brookings, Several Bills, \$13,891.48; City Of Volga, Cop Utilities, \$452.23; Colonial Research, Citra Burst, \$800.15; Darcy Lockwood, Inv MI Hearing, \$45.00; Empire Investments LLC, Tax Certificates, \$8,052.87; Executive Mgmt Finance Office, Technology Access Fee, \$64.75; Fite, Pierce & Ronning L, Court Appointed Attorney, \$4,158.40; Gass Law, Pc, Court Appointed Attorney, \$1,242.15; Hill, Robert, laem Registration Fees, \$299.00; Hometown Service & Tire, Patrol Vehicle Repairs, \$671.31; Hy-Vee Food Store, Refreshments-Zoning Meeting, \$9.67; Jenna Byrd, County Convention Mileage, \$48.72; Jennifer Beller, County Convention Mileage, \$48.72; Jennifer Goldammer, Court Appointed Attorney, \$4,830.60; Katterhagen, Mark, Inv MI Hearing, \$45.00; Kerri Cook-Huber, Involuntary MI Hearing, \$50.00; Kimball Midwest, Shop, \$1,053.51; Konard O Hauffe Dds Pc, Inmate Dental, \$565.00; L&L Auto & Truck Parts, Jail Vehicle Parts, \$32.48; Lewno, Lucy, Inv MI Hearing, \$331.50; Lyle Signs Inc, Firemarkers, \$753.21; Matheson Tri-Gas Inc, Clothing/Sweatshirt, \$919.25; Mckeever's Vending, Inmate Commissary, \$189.16; Mittan, Cynthia Marie, Cop Rent, \$490.00; Nancy J Nelson, Court Appointed Attorney, \$720.71; Nitteberg Construction, Base Course/Gravel, \$303,755.25; North American Trailer, Side Dump Trailer, \$49,725.00; Northwestern Energy, Cop Utilities, Natural Gas Usage, \$225.43; Office Peeps Inc, Labels, Sanitizer, Paper, Planner, Wall Calendar, Ink Cartridges, Lab, Toner, Office Chair, Paper, \$1,911.97; Otter Tail Power Co, Cop Utilities, \$650.00; Patricia J Hartsel, Grand Jury Transcripts, \$557.60; Pdq.Com, Deploy/Inventory, \$1,800.00; Prochem Dynamics LLC, Jail Cleaning Supplies, \$346.83; Renodry Usa LLC, Courthouse Dehydration System, \$9,750.00; Rick Ribstein, Court Appointed Attorney, \$1,979.90; Rockmount Research & All, Welding Strip, \$1,218.92; Safe-N-Secure, Security Camera Repositioning, \$509.12; Schultz, Lori, County Convention Mileage, \$69.72; SD Dept Of Transportation, Road Repairs, \$167,638.15; SD Newspaper Service, Job Postings, \$1,176.48; SD Public Assurance Alli, 2021 Renewal, Excavator, \$147,475.54; SD Sheriff's Association, Sheriffs Conference Registrati, \$60.00; SDSU Animal Disease Rese, Rabies Testing For Animal Cont, \$63.00; Sioux Valley Cleaners Inc, Janitorial For WIC, \$460.00; Sioux Valley Energy, Move Poles For Bridge Project, \$4,909.86; Skinner Striping, Striping Parking Lots, \$1,734.54; Southpaw Defense, Baic Pistol Class, \$405.00; Steffensen, Stacy, Fall Convention Mileage, \$97.44; Steven Ust, Inspections, \$2,700.00; Terry D

Wieczorek Pc, Court Appointed Attorney, \$108.26; Thooft, Rodney, Refund 2020var017, \$100.00; Transource, Filters, \$183.19; Van Diest Supply Company, 4-D Amine, Graslan, \$11,650.00; Vandenberg Law, Court Appointed Attorney, \$848.75; Verizon Wireless, Hwy Dept, Hot Spots, \$132.89; Walburg, Duane, Animal Control Mileage, \$18.48; Walmart Community, Supplies, \$21.62; Wells Fargo, Wells Fargo, \$999.11; Yankton County Sheriff, Service Of Process, \$50.00; Young Door Service Inc, Repair, \$1,847.46; Cell Phone Reimbursement: 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; 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; Robert Hill, \$105.00; Holzhauser, Michael, \$105.00; Huber, Dustin, \$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; 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; Tara Rodriguez, \$30.00; Bryan Schreur, \$30.00; Sebring, Scott, \$105.00; Reid Squires, \$30.00; Stanwick, Martin, \$105.00; Stacy Steffensen, \$105.00; Cody Sunderland, \$30.00; Sweebe, Bart, \$105.00; Witchey, Kristen, \$45.00.

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

Highway Superintendent Brian Gustad updated the board on the bridges south on Highway 77. Gustad said the SDDOT Striping Project commenced and the contractor was asked to shut down due to the uneven job the contractor was performing. He said he met with SDDOT officials to discuss how dissatisfied he was with the striping that had been completed so far.

Gustad said they held a bid opening for the structure north of Bruce over the Sioux River on September 29<sup>th</sup>.

Jail Administrator Bart Sweebe said they've seen an increase in mental health committals. Sweebe said they continue to utilize E-Care with those individuals. He said it's been working.

Finance Officer Vicki Buseth said they've received 3,019 ballots so far. Buseth said Brookings County is allocated over \$2 million dollars from the Cares Act Grant.

County Development Director Robert Hill discussed upcoming dates with the board. He also updated the board on the census.

Hill said he's been going on the radio over Thursday to talk about the census, but now will start talking about Emergency Management topics.

Hill said there is a red flag warning and recommends no burning.

Commissioner Pierce asked Hill if he would mention on the radio that they are encouraging the public to come in and early vote so as to keep down any issues with the virus on Election Day.

Weed & Pest Supervisor Misty Moser said they have one township left to spray. She said they are wrapping up the spraying season.

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

### **SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Volga City Administrator Jameson Berreth was present to discuss the Samara Avenue project.

Berreth said the project will involve widening the road, adding curb and gutter, and a sidewalk. Berreth said they were on the agenda to discuss it more with the county commission back in March, but because of the pandemic they were unable to.

Highway Superintendent Brian Gustad said there was mention of lowering the grade of the road and said they are not in favor of doing that. Bartley asked Berreth why they want to lower the road and for what distance. Berreth said the priority for the city in the project is to ensure better safety for pedestrians and traffic by adding the sidewalk and curb and gutter.

Berreth said there's a ditch right there and by lowering it and widening it, there wouldn't be any ditch left. He said they could then put the curb and gutter in. Berreth said city engineering designs on roads will be different than county designs on roads, and they want to make sure it matches their system.

Boersma said it's really hard to have a definitive answer when it's still so speculative. Boersma said she is open to having a conversation and having a feasibility road profile would be helpful.

Bartley said, as a board, they've agreed not to lower the road and to maintain ownership of it. Bartley said right now it's about the engineering, the design and the cost that goes along with it. He said he's not sure if the county has helped with the cost for engineering studies. Pierce said the county supports the townships through the culvert grant program and they do different things for other municipal entities. Pierce said she supports putting money into this study if it would help them get the answers they need to make a decision. Krogman agrees with Pierce, but questioned how much engineering needs to be done to get some answers.

Krogman asked about creating a group consisting of two county commissioners, Highway Superintendent Brian Gustad and a couple of city councilors. Commissioner Boersma and Commissioner Jensen agreed to be on that committee.

### **REGULAR BUSINESS**

Motion by Pierce, seconded by Jensen to give permission to the City of Elkton to proceed with the installation of crossing arms at the railroad crossing on County Road 31 in the City of Elkton. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Jensen, seconded by Krogman to award the low bid for structure and approach grading on #06-120-053 to SF Civil Constructors (Sioux Falls Construction) in the amount of \$2,143,923.20, contingent upon the SDDOT concurrence with the recommendation and bid amount. Background information was provided by Superintendent Brian Gustad.

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

## **SCHEDULED AGENDA ITEM**

As scheduled at 9:30 a.m., the board held a public hearing on the Highway & Bridge Improvement 5-Year Plan.

Motion by Krogman, seconded by Boersma to approve the Brookings County Highway's Departments 2021 Highway & Bridge Improvement 5-Year Plan.

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

Background information was provided by Highway Superintendent Brian Gustad.

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

## **REGULAR BUSINESS**

Motion by Boersma, seconded by Krogman to appoint Lori Schultz as Interim Finance Officer effective November 16, 2020 through December 31, 2020 and authorize Chairperson Bartley to sign the Personnel Action Notice in accordance with the appointment. Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion by Boersma, seconded by Jensen to approve and authorize Chairperson Bartley to sign a Request to Fill Vacancy for a Senior Finance Assistant in the Finance Office. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to declare a 100-gallon tank with trailer as surplus property to be disposed of. Background information was provided by Weed & Pest Supervisor Misty Moser.

All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report. Steffensen updated the board on the Finance Office reception desk remodel.

Steffensen discussed upcoming dates with the board.

States Attorney Dan Nelson had nothing to report.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce attended a BEDC Meeting; attended a Drainage Committee Meeting; attended the County Road & Bridge Tour; and attended the groundbreaking for the Detention Center.

## **SCHEDULED AGENDA ITEM**

Senior Account Manager with Wellmark BCBS Sherri Matthews gave a Wellmark Blue Cross and Blue Shield update.

### **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Boersma attended the Annual County Fall Convention; met with Commission Department Director Stacy Steffensen and Architecture Incorporated to discuss the Finance Office reception desk remodel; attended the County Road & Bridge Tour; and attended the groundbreaking for the Detention Center.

Commissioner Krogman attended a BATA Meeting; attended the BCOAC Advisory Board Meeting; attended a Growth Partnership Meeting; attended the County Road & Bridge tour; attended the groundbreaking for the Detention Center; and attended the City of White Council Meeting.

Commissioner Jensen attended the BCOAC Advisory Board Meeting; attended the County Road & Bridge tour; and attended the groundbreaking for the Detention Center.

Commissioner Bartley attended the County Road & Bridge tour and attended the groundbreaking for the Detention Center.

### **EXECUTIVE SESSION**

Motion by Boersma, seconded by Jensen to enter into Executive Session at 10:08 a.m., in accordance with SDCL 1-25-2(1)(3)(4), personnel, consulting with legal counsel, and contract negotiations. All members voted "aye." Motion carried.

Motion by Krogman, seconded by Pierce to come out of Executive Session at 11:04 a.m. All members voted "aye." Motion carried. No action was taken.

### **ADJOURNMENT**

Motion by Krogman, seconded by Pierce to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, October 20, 2020 at 8:30 a.m.

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Jenna Byrd  
Senior Finance Assistant  
Brookings County