

# BROOKINGS COUNTY COMISSION MEETING

Tuesday, April 4, 2023

The Brookings County Board of County Commissioners in regular session on Tuesday, April 4, 2023 with the following members present: Ryan Krogman, Larry Jensen, Michael Bartley, Shawn Hostler and Kelly VanderWal.

## 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

City of Brookings resident Jeanette Gibbons expressed concerns on election integrity.

## APPROVAL OF AGENDA

Motion by VanderWal, seconded by Jensen to approve the agenda for the April 4, 2023 Commission Meeting. All members voted "aye." Motion carried.

## CONSENT AGENDA

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 the March 21, 2023 Commission Meeting.

Travel Requests: Commissioners & Department Heads to attend the Chamber of Commerce Taste of Brookings/Annual Meeting on April 6<sup>th</sup> in Brookings; Jacob Brehmer & Reid Squires to attend a District 5 Quarterly Meeting on April 27<sup>th</sup> in Brookings; Kristen Witchey & Stacy Steffensen to attend the 2023 SoDak SHRM State Conference on May 3<sup>rd</sup>-5<sup>th</sup> in Yankton; Brian Gustad to attend the 2023 Midwest Bridge Preservation Partnership on October 16<sup>th</sup>-19<sup>th</sup> in Deadwood.

Personnel Action Notices: new hire- PT Membership Assistant Chloe Scott at \$18.65, effective March 21, 2023; new hire- PT Membership Assistant Jay Hotchkiss at \$18.65, effective March 22, 2023; position change- PT Correctional Officer Ethan Heitkamp to Deputy Sheriff at \$28.38, effective March 30, 2023; voluntary resignation- Joseph Kretchman, effective April 16, 2023; new hire- FT Highway Office Manager Abigail Keith at \$21.45, effective April 24, 2023.

Cellular Authorizations: Lisa Brutty- High Usage at \$45/month.

Human Services Report: case #23-002 for rent was denied; case #23-003 for utilities was denied; case #23-005 for mental health was denied; case #23-006 for mental health was denied;

case #23-014 for vision was approved; case #23-015 for burial was approved; case #23-016 for burial was approved; case #23-017 for utilities was approved; case #23-018 for mental health was approved; case #23-019 for mental health was approved; case #23-020 for mental health was approved; case #23-021 for medical was denied; case #23-022 for medical was denied.

## ROUTINE BUSINESS

### *Approval of Claims*

Motion by VanderWal, seconded by Jensen to approve the following claims: Bartley “aye,” Jensen “aye,” Hostler “aye,” VanderWal “aye,” Krogman “aye.” Motion carried.

605 Commodities, LLC, Salt Delivered, \$9,711.00; A&B Business Inc, Copier Contract, \$734.74; ABM Manufacturing LLC, Supplies To Repair Bridge Damage, \$1,405.00; Advance, Annual Donation, \$35,000.00; Avera Mckennan Hospital, Mental Health Hold, \$3,950.00; Barnett, Rita, 1/2 Yearly Storage Rent, \$200.00; Bob Barker Company, New Jail Supplies, \$1,452.58; Brookings County Finance, Mailing Fee Price Change, \$2.50; Brookings Domestic Abuse, 1st Quarter 2023 Payment, \$1,285.00; Brookings Health System, Replacement Check-Inmate Clinic, QBClient/PPC/POD Meeting Lunch, \$257.02; Buchholtz, Dennis, Def For A Truck, \$14.99; Capital One, Supplies, \$267.66; Central Salt, Salt, \$6,841.34; Century Link, Monthly Utilities/Fees, \$155.59; Cintas Corporation, Uniforms, \$275.00; City Of Brookings, 20th St Interchange Project, E911 Service, \$191,349.61; City Of White, Utilities For White Shop, \$91.28; De Castro Law Office PLLC, Court Appointed Attorney, \$821.70; Den-Wil Inc, April Community Health Rent, \$960.00; Department Of Health, Blood Tests, \$90.00; Dr Mark Bontreger Inc, Psychological Eval/Clinical Interview, \$295.00; Einspahr Auto Plaza, Jail Vehicle Maint/Repairs, \$207.57; Ekern Home Equipment Co, Repair Sinai Heater, \$564.74; Executive Mgmt Finance, Feb 2023 Billing, \$52.75; Fite & Pierce Law Office, Court Appointed Attorney, \$3,269.90; Foerster Distributing, Copy Paper, Office Supplies, \$1,658.00; Jennifer Goldammer, Mental Health Commitments, \$3,423.90; Hillyard/Sioux Falls, Custodial Products/New Scrubber, \$10,140.19; Hy-Vee Food Store, Goodies For Enhanced Class/Wil, Jury Meals/Refreshments, \$93.51; J&L Machine And Welding, Repair Of Snow Blower Auger, \$365.75; Stacia Jackson, Court Appointed Attorney, \$2,854.50; Kenner Plumbing Company, Seal Above Womens Restrooms, \$448.35; Kimball Midwest, Shop, \$227.00; L.G. Everist Inc, Salt Sand, \$8,447.00; Manatron Inc, Proval Plus Support/Maintenance, \$12,934.00; Donald McCarty, Court Appointed Attorney, \$3,876.45; Minnehaha County JDC, JDC Costs, \$1,112.28; Nancy J Nelson, Court Appointed Attorney, \$1,365.32; NewEgg Business Inc, IT Equipment, \$1,045.59; North American Banking, Postage Machine Rental, \$360.00; Office Peeps Inc, Laminator Film, Electric Stapler/Paperclips, Paper, Postits, Batteries, Tape, Misc Stamps, \$514.58; Prochem Dynamics LLC, Jail Janitorial Supplies, \$121.50; Prussman Contracting Co, Haul Sand, \$490.00; Reserve Account, Postage, \$4,000.00; Rick Ribstein, Court Appointed Attorney, \$1,515.58; Rude's Funeral Home Inc, Coroner Funeral Home Expenses, \$675.00; Safe-N-Secure, Fix East Gun Range Viewing Camera, \$245.57; SD Newspaper Service, Job Listings, \$245.07; SDML Workers Compensation, Audited Billing 2022, \$2,444.00; South Dakota SHRM, State SHRM Conference Registration, \$548.00; Southpaw Defense, Enhanced Class, \$335.25; Stalker Radar, Radar Equipment, \$8,985.00; Surat Flooring, New Flooring In Old Work Release Area, \$6,013.00; Teesdale Law Office PLLC, Court Appointed Attorney, \$8,267.55; The Wrap Safe Restraint, Inmate Restraint Equipment, \$4,054.12; Trane Us Inc, PM Service Contract On All Uniforms, \$20,925.00; Trinity Services Group, Inc, Inmate Meal Services, \$10,861.00; Two Way Solutions Inc, Radios-New Jail, \$3,299.94; Steven Ust, Inspections, \$700.00; Vandenberg Law, Court Appointed Attorney, \$1,055.00; Verizon Wireless, Monthly Charges, Monthly Utilities/Fees, \$482.14; Walburg, Duane, Animal Control Mileage, \$36.96; Wells

Fargo, Monthly Charges, \$1,304.65; Kristin A Woodall, Transcripts, \$157.25; Yankton County Sheriff, Body Armor Vest For New Deputy, \$634.13; Brian Zielinski, Court Appointed Attorney, \$2,501.92.

*Department Head Reports*

County Development Director Robert Hill discussed upcoming dates with the board.

Sheriff Marty Stanwick said there are 36 inmates in jail and 93 individuals participating on the 24/7 sobriety program. Stanwick said two representatives with the U.S. Marshall Service toured the detention center for a second time. He said they were impressed and he's waiting for the final contract.

BCOAC Director Dustin Huber updated the board on attendance and events held at the facility. Huber discussed upcoming dates.

**REGULAR BUSINESS**

Motion by Bartley, seconded by Hostler to approve and authorize Chairperson Krogman to sign Resolution #23-17: a resolution approving annexation of territories by the City of Brookings. 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.

**RESOLUTION #23-17  
A RESOLUTION APPROVING ANNEXATION  
OF TERRITORIES BY THE CITY OF BROOKINGS**

WHEREAS, the City of Brookings desires to annex the following described properties, to wit:

- Northeast Quarter of the Northwest Quarter (NE ¼ NW ¼), Except Outlot "A" thereof, of Section Three (3), Township One Hundred Nine (109) North, Range Fifty (50) West of the 5<sup>th</sup> P.M., County of Brookings, State of South Dakota; and

WHEREAS, pursuant to SDCL 9-4-5, such annexation is subject to review by the Board of County Commissioners.

THEREFORE, BE IT RESOLVED by the Brookings County Board of County Commissioners, that the annexation of the above described territories by the City of Brookings be and the same is hereby approved.

Dated this 4<sup>th</sup> day of April, 2023.

Ryan Krogman  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Brookings County Finance Officer

Motion by Hostler, seconded by Jensen to approve and authorize Chairperson Krogman to sign Agreement #23-23: a Security Installation Contract between Brookings County and Safe N Secure. 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 a late elderly tax freeze #23-04. All members voted “aye.” Background information was provided by Finance Officer Lori Schultz. Motion carried.

Motion by Jensen, seconded by VanderWal to approve Abatement #23-09: an abatement application for parcel #40265-01500-066-00 in the amount of \$3,204.28. Background information was provided by Director of Equalization Jacob Brehmer.

All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve and authorize Chairperson Krogman to sign a Request to Fill Vacancy for a full-time Deputy in the Sheriff’s Office. 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 discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

#### COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended an ICAP Meeting; attended the I-29 Interchange Meeting; attended a Railroad Authority Board Meeting; and attended a Sinai Fire Department Feed.

Commissioner Bartley attended the Intergovernmental Meeting; attended a BEDC Board Meeting; attended a Brookings Fire Department Feed; attended a First District Board Meeting; and attended the I-29 Interchange Meeting.

Commissioner Jensen attended the Intergovernmental Meeting; attended a Medary Township Diversion Meeting; attended a Safety Study Meeting in Volga; attended a BCOAC Advisory Board Meeting; attended a Brookings Fire Department Feed; attended a Railroad Authority Board Meeting; attended a Sinai Fire Department Feed; and attended a Conservation District Meeting.

#### SCHEDULED AGENDA ITEM

Motion by Bartley, seconded by Hostler to approve and authorize Chairperson Krogman to sign Resolution #23-16: a Supplemental Budget Resolution.

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 Commission Department Director Stacy Steffensen.

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

**RESOLUTION #23-16**  
**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 4<sup>th</sup> day of April, 2023 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:	101-2-277-0000 Unassigned Fund Balance	\$137,986.64
Appropriation:	101-4-111-4291 Commission Projects	\$85,000.00
Appropriation:	101-4-130-4210 Catastrophic Legal	\$52,986.64
Means of Finance:	250-2-274-1500 Restricted Fund Balance	\$17,473
Appropriation:	250-4-163-4290 Other Current Expenditures	\$17,473

Dated this 4<sup>th</sup> day of April, 2023

Chairperson: Ryan Krogman

Vice Chairperson: Larry Jensen

Commissioner: Michael Bartley

Commissioner: Shawn Hostler

Commissioner: Kelly VanderWal

ATTEST:

Lori Schultz

Brookings County  
Finance Officer

**COMMISSIONERS' REPORTS & DISCUSSION ITEMS**

Commissioner Hostler attended a BEDC Meeting; attended a Domestic Abuse Shelter Meeting; and attended a BCOAC Advisory Board Meeting.

Commissioner Krogman attended a BATA Meeting and attended a Brookings County Housing Board Meeting.

**EXECUTIVE SESSION**

Motion by Jensen, seconded by Hostler to enter into Executive Session at 9:15 a.m., in accordance with SDCL 1-25-2(1)(4), personnel and contract negotiations. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to come out of Executive Session at 11:52 a.m. All members voted “aye.” Motion carried. No action was taken.

**ADJOURNMENT**

Motion by Bartley, seconded by Jensen to adjourn. The next regular scheduled meeting is Tuesday, April 18, 2023 at 8:30 a.m.

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Jenna Byrd  
Finance Specialist  
Brookings County

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