



**Commission Meeting**  
Brookings City & County Government Center  
520 3rd Street  
Chambers, Suite 310 (3rd floor)

**1. 8:30 AM Call to Order on Tuesday, October 5, 2021**

**2. Pledge of Allegiance**

**3. Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

*Five (5) minute time limit per person. Anyone wanting to speak during this agenda item must sign in prior to the start of the meeting. Any requested action items must be scheduled for a future meeting date.*

**4. Approval of Agenda**

*Action: Motion to Approve, Request Comments, Voice Vote*

**5. Consent Agenda Items**

*Action: Motion to Approve, Note Consent Agenda Items, Request Comments, Roll Call*

A. Approval of minutes

Documents:

[2021-09-21 County Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 10052021.pdf](#)

D. Approval of cellular authorizations

Documents:

[Cellular Auth - Oxner.pdf](#)

E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

## 6. Routine Business

### A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[10.5.21 CLAIMS.pdf](#)  
[9.24.21 SPECIAL CLAIM.pdf](#)  
[Sept Dept of Rev.pdf](#)

### B. Department Head reports

## 7. Scheduled Agenda Items

### A. 9:00 AM - Chad Nelson, Project Manager with Henry Carlson

#### i. Jail Expansion & Remodel Project Update

### B. 9:15 AM - Supplemental Budget Hearing

#### i. Public Hearing and action to approve Resolution #21-45: a supplemental budget resolution.

Action: Motion to Approve, Open/Close Public Hearing, Comments, Roll Call

Documents:

[Res 21-45 Supplemental Budget.pdf](#)

#### ii. Action to transfer cash from the Building Fund to the Jail Expansion Project Fund in the amount of \$2,463,985.

Action: Motion to Approve, Comments, Roll Call

#### iii. Action to transfer cash from the General Fund to the Jail Expansion Project Fund in the amount of \$2,000,000.

Action: Motion to Approve, Comments, Roll Call

## 8. Regular Business

### A. Action to approve the second and third quarter transfers as per budget appropriations:

Documents:

[2nd and 3rd Quarter Transfers.pdf](#)

#### i. From General Fund 101-4-911-4294 to Highway and Bridge Fund 201-3-371-0000 in the amount of \$1,500,000.

- ii. From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$70,000.

Action: Motion to Approve, Comments, Voice Vote

- B. Action to approve Change Order #1 for the final adjustment of quantities for structure #06-120-053, Bruce Bridge, for a decrease of \$37,183.88.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 1 - Structure 06-120-053, Bruce Bridge.pdf](#)

- C. Action to approve the final pay request for structure #06-120-053, Bruce Bridge, in the amount of \$219,248.28.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Final Pay Request - Structure 06-120-053, Bruce Bridge.pdf](#)

- D. Action to approve updates to the Brookings County Outdoor Adventure Center Standard Operating Procedures and Rental Agreements regarding the age of renters and the use of ammunition.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[BCOAC Gun Rental Agreement.pdf](#)

- E. Action to declare items as surplus property to be sold via online auction.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Property List.pdf](#)

- F. Action to approve a Request to Fill Vacancy for an Equipment Operator in the Highway Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Equipment Operator.pdf](#)

- G. Discussion and possible action on culvert inventory program.

Action; Motion to Approve, Comments, Voice Vote

Documents:

## 9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)  
[ICAP Retirement.pdf](#)  
[County Road Tour Map.pdf](#)

## 10. States Attorney's Office Report

## 11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[DANR to KC Dairies.pdf](#)  
[DANR to Hammink Dairy.pdf](#)

## 12. Executive Session - in accordance with SDCL 1-25-2

Action: Motion to Enter into Executive Session, Voice Vote

Action: Motion to Come Out of Executive Session, Voice Vote

## 13. Adjournment

*Action: Motion to Approve, Voice Vote*

## 14. Public Notices

- October 5, Tuesday: Chamber Luncheon with Representative Dusty Johnson, 11:30 AM - 1:00 PM, Swiftel Center, Brookings
- October 6, Wednesday: County Road Tour, 8:00 AM - 12:00 PM
- October 8, Friday: State Bridge Naming Ceremony, 11:00 AM, DePuy Military Hall, SDSU
- October 11, Monday: County Offices closed in honor of the Native American Day holiday
- October 23, Saturday: Hobo Day Parade and events, Brookings
- November 9, Tuesday: Commission Planning Retreat, 8:00 AM - 4:00 PM, Government Center Community Room, Brookings
- November 10, Wednesday: Sioux Valley Commissioner's Meeting, 12:00 PM, Brookings County Outdoor Adventure Center, Brookings
- November 11, Thursday: County offices closed in honor of the Veterans Day holiday

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**NOTE:** Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact Brookings County (605-696-8205) 48 hours in advance of the meeting to make necessary arrangements. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

