



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

*If you have any symptoms of COVID-19 or believe you may have been exposed, please consider watching the Commission meeting from home, broadcast live on Swiftel channel 19, ITC channel 168, or the Brookings County Youtube channel. You can also call in by dialing 605-697-8255 and entering code 6056968205 when prompted.*

**1. 8:30 AM Call to Order on Tuesday, October 20, 2020**

**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:

[10-06-2020 Minutes.pdf](#)

[10-15-2020 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 10202020.pdf](#)

D. Approval of cellular authorizations

Documents:

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:

[10.20.2020 CLAIMS.pdf](#)  
[OCT DEPT OF REV.pdf](#)  
[October Cell Phones.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

C. Finance Officer's Report

*Be it Noted Items*

- *Auditors Account with the Treasurer*
- *Payroll and Additive Totals*
- *Highway Expenditure Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

- i. Action to approve the following transfer as per budget appropriations for the fourth quarter of 2020: from General Fund 101-4-911-4290 to Highway Road & Bridge Fund 201-3-371-0000 in the amount of \$750,000.

*Action: Motion to Approve, Comments, Roll Call*

**7. Scheduled Agenda Items**

**8. Regular Business**

- A. Action to approve Resolution #20-59: a plat of Lot 1 of Weiss's Addition in the NW ¼ of Section 24, Township 109 North, Range 52 West of the 5th P.M. in Brookings County, South Dakota.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 20-59 2020plat021.pdf](#)

- B. Action to approve Resolution #20-60: a plat of Lot 1 of Dahl Addition in the SW ¼ of Section 2, T110N, R51W, of the 5th P.M., Brookings County, South Dakota.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 20-60 2020plat022.pdf](#)

- C. Action to approve Resolution #20-61: a plat of Lots 1 and 2 of Oppelt Addition in the NW ¼ of Section 3, T109N, R48W of the 5th P.M., Brookings County, South Dakota.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 20-61 2020plat023.pdf](#)

- D. Action to approve Agreement #20-55: a retail sales agreement between Brookings County and AVI Systems, Inc. for audio upgrades in Courtroom A at the Brookings County Courthouse.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 20-55 AVI Systems, Courtroom A.pdf](#)

- E. Action to approve Agreement #20-56: a retail sales agreement between Brookings County and AVI Systems, Inc. for audio upgrades in Courtroom B at the Brookings County Courthouse.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 20-56 AVI Systems, Courtroom B.pdf](#)

- F. Action to approve an automatic supplement in the Emergency Management Department for reimbursement from a Homeland Security grant to GL line 226-4-222-4390, receipt #519893, in the amount of \$4,088.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Automatic Supplement - Em Mgmt.pdf](#)

- G. Approval of board appointments:

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

- i. Brookings Health System Board of Trustees: 1 position, 3 year term

- a. Mary Anne Krogh

Documents:

[Brookings Health System - Krogh.pdf](#)

- ii. Extension Board: 6 positions, 1 year terms

**a. Debra Ford**

Documents:

[Extension Board - Ford.pdf](#)

**b. Ronda Houtman**

Documents:

[Extension Board - Houtman.pdf](#)

**c. Ronny Parmely**

Documents:

[Extension Board - Parmely.pdf](#)

**d. Jennifer Pickard**

Documents:

[Extension Board - Pickard.pdf](#)

**e. Laura Stern**

Documents:

[Extension Board - Stern.pdf](#)

**f. Richard Waldner**

Documents:

[Extension Board - Waldner.pdf](#)

**iii. Brookings County 4-H Promotion & Expansion Committee: 2 positions, 2 year terms**

**a. Joel Foster**

Documents:

[4-H - Foster.pdf](#)

**b. No applicant by deadline**

**iv. Planning & Zoning Commission: 2 positions, 4 year terms**

**a. Chad Ford - District 2**

Documents:

[Planning Zoning - Ford, Dist 2.pdf](#)

**b. Spencar Diedrich - District 4**

Documents:

[Planning Zoning - Diedrich, Dist 4.pdf](#)

v. Weed & Pest Board: 1 position, 3 year term

a. Joel Ripley

Documents:

[Weed Pest - Ripley.pdf](#)

vi. BCOAC Advisory Board - 5 positions, 1 year terms

a. Andy Dupraz - 4-H Leader and/or Extension Board member

Documents:

[BCOACAB - Dupraz.pdf](#)

b. Terry Wendt - 4-H Shooting Sports member

Documents:

[BCOACAB - Wendt.pdf](#)

c. Arden Sigl - OAC Pistol Range volunteer

Documents:

[BCOACAB - Sigl.pdf](#)

d. Tim Reed - Community at Large member

Documents:

[BCOACAB - Reed.pdf](#)

e. No applicant by deadline - OAC Archery Range volunteer

vii. First District Planning Board - 1 position, 2 year term

a. No applicant by deadline

## **9. Commission Department Director's Report**

Documents:

[Commission Dept Report.pdf](#)

[Surplus Cash Analysis.pdf](#)

[20th St S Interchange Environmental Assessment Availability.pdf](#)

[Work Plan Topics.pdf](#)

## **10. States Attorney's Office Report**

## **11. Commissioner Reports and Discussion Items**

A. Correspondence received

Documents:

[Boys Girls Club Thank You.pdf](#)  
[DENR to Bobcat Farms.pdf](#)  
[DENR to Kramer Farms.pdf](#)

**12. Executive Session**

*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 27, Tuesday: Department Head Reviews, 8:00 a.m. in the Chambers of the Brookings City & County Government Center*
- *November 11, Wednesday: County Offices closed in honor of the Veterans Day holiday*
- *November 13, Friday: Retirement Open House for Finance Officer Vicki Buseth, 2:00-4:00 p.m. with a short program at 3:00 p.m. in the Chambers of the Brookings City & County Government Center*
- *November 26-27, Thursday & Friday: County Offices closed in honor of the Thanksgiving 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.