



**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, November 17, 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:

[11-03-2020 Minutes.pdf](#)

[11-05-2020 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 11172020.pdf](#)

D. Approval of cellular authorizations

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:

[11.17.2020 CLAIMS.pdf](#)  
[Nov Dept of Revenue.pdf](#)

### B. Department Head reports

#### i. 4-H Report

Documents:

[4-H Report.pdf](#)

### C. Finance Officer's Report

*Be it noted items:*

- *Auditor's Account with the Treasurer*
- *Payroll & Additive Totals*
- *Highway Expenditure Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

## 7. Scheduled Agenda Items

### A. 8:35 AM - Oath of Office: Interim Finance Officer, Lori Schultz

Documents:

[Oath of Office - Finance Officer.pdf](#)

### B. 9:00 AM - Public Hearing: Supplemental Budget Emergency Management and Highway

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

#### i. Action to approve Resolution #20-64: a supplemental budget resolution.

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

Documents:

[Res 20-64 Supplemental Budget.pdf](#)

## 8. Regular Business

### A. Action to approve Resolution #20-65: a plat of Tract 1 of Rasmussen's Addition in the

southeast quarter of Section 34, Township 109 North, Range 49 West of the 5th Principal Meridian, Brookings County, South Dakota.

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

Documents:

[Res 20-65 2020plat024.pdf](#)

- B. Action to approve Agreement #20-65: a Planned Service Agreement between Brookings County and Johnson Controls, Inc. for preventative maintenance services for the HVAC system at the Courthouse.

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

Documents:

[Agr 20-65 Johnson Controls CH HVAC.pdf](#)

- C. Action to approve Agreement #20-66: an addendum to the lawn care and snow removal agreement between the City of Brookings, Brookings County and Razor's Edge.

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

Documents:

[Agr 20-66 Addendum Razors Edge Agr.pdf](#)

- D. Action to approve Agreement #20-67: an agreement for general law enforcement services between Brookings County and the City of White, SD.

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

Documents:

[Agr 20-67 Law Enforcement, White SD.pdf](#)

- E. Action to approve Agreement #20-68: a right-of-way easement with Sioux Valley Energy.

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

Documents:

[Agr 20-68 ROW Sioux Valley Energy.pdf](#)

- F. Action to approve Agreement #20-69: Clark Drew proposal for the Finance Office project.

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

Documents:

[Agr 20-69 Clark Drew - Finance Project.pdf](#)

- G. Action to approve liquor license renewals for 2021.

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

Documents:

[Liquor License Renewals.pdf](#)

i. Cuzbins, LLC (The Boathouse)

Documents:

[Cuzbins.pdf](#)

ii. Skyview Junction, LLC

Documents:

[Skyview Junction.pdf](#)

iii. Wagon Wheel Resort, LLC

Documents:

[Wagon Wheel.pdf](#)

iv. SVK Properties, LLC

Documents:

[SVK Properties.pdf](#)

v. Smokin's Pub & Grub, LLC

Documents:

[Smokins.pdf](#)

vi. Danceland Campground

Documents:

[Danceland.pdf](#)

H. Approval of board appointments:

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

i. 4-H Promotion & Expansion Committee: 1 position, 2 year term

**a.** Zeno Wicks

Documents:

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

ii. BCOAC Advisory Board, archery range volunteer - 1 position, 1 year term

**a.** Dale Storhaug

Documents:

[BCOAC - Storhaug.pdf](#)

**b.** Paul Wiese

Documents:

[BCOAC - Wiese.pdf](#)

- I. Action to declare three office chairs from the BCOAC as surplus property to be disposed of.

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

Documents:

[Surplus Items - Chairs.pdf](#)

- J. Discussion and Possible Action on submitting a comment by the County Commission on the proposed layout of the ramps for the I-29 Interchange.

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

- K. Presentation on the 24/7 Program kiosk by Sheriff Stanwick and Jail Administrator Sweebe.

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

Documents:

[Commission Dept Director Report.pdf](#)

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

Documents:

[States Attorney Report.pdf](#)

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

#### **12. Executive Session - in accordance with SDCL §1-25-2(1)(4): personnel and contract negotiations.**

*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**

- *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.