



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

**1. 8:30 AM Call to Order on Tuesday, August 3, 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:

[2021-07-20 County Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 08032021.pdf](#)

D. Approval of cellular authorizations

Documents:

[Cellular Auth - VanZanten.pdf](#)

E. Approval of the Human Services report

**6. Routine Business**

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[8.3.2021 CLAIMS.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

ii. Finance Office

Documents:

[Finance Report.pdf](#)

**7. Scheduled Agenda Items**

A. 9:00 AM - Action to remove Agreement #21-87: Brookings County 34th Avenue (473rd Avenue) Line Relocation, Utility Relocation Agreement, Contribution in Aid of Construction, Sioux Valley Southwestern Electric Cooperative, Inc. from the table.

Action: Motion to Remove from Table, Voice Vote

Documents:

[Agr 21-87 34th Ave Line Relocation.pdf](#)

i. Tabled on July 20, 2021. Original motion to approve by Boersma, seconded by Krogman.

Action: Comments, Roll Call

B. 10:00 AM - Audit Review. Jeff Schaefer, Legislative Audit

Documents:

[Q6- Closing-Management Letter \(Updated April 2020\).pdf](#)  
[Q6-Closing-Communication Those Charged with Governance.pdf](#)

i. Action to approve the closing letter for the FY2019 audit.

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

Documents:

[Q5-Closing-Rep Letter GAAP \(Updated April 2020\).pdf](#)

**8. Regular Business**

A. First Reading of Ordinance #21-05: an ordinance amending Ordinance #21-01: an ordinance establishing a County Housing & Redevelopment Commission for the

administration of HUD Section Eight (8) existing certificate, voucher, moderate rehabilitation and other related housing programs.

Action: First Reading, Note Date/Time of Second Reading

Documents:

[Ord 21-05 Amendment to Housing Ordinance.pdf](#)

- i. Second Reading & Public Hearing will be Tuesday, September 7, 2021 at 9:30 AM.

- B. Action to approve Resolution #21-33: a Bridge Improvement Grant Program Resolution authorizing submission of applications.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 21-33 BIG Program.pdf](#)

- C. Action to remove Agreement #21-81: a One Chart Link partner agreement between Brookings County and Sanford from the table.

Action: Motion to Remove from Table, Voice Vote

Documents:

[Agr 21-81 One Chart Link.pdf](#)

- i. Tabled on June 1, 2021, June 15, 2021, and July 6, 2021. Original motion to approve on June 1 by Bartley, seconded by Boersma.

Action: Comments, Voice Vote

- D. Action to approve Change Order #006 for the Brookings County Detention Center project in the amount of \$24,484.

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

Documents:

[Change Order 006 Detention Center Project.pdf](#)

- E. Action to approve the purchase and installation of a new radio repeater in the City of Volga in the amount of \$20,802.50.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Two Way Solutions Quote.pdf](#)

- F. Action to approve lighting upgrades at the Brookings County Outdoor Adventure Center in the amount of \$5,681.

Action: Motion to Approve, Comments, Roll Call

Documents:

[AMP Electric Quotes.pdf](#)

- G. Action to approve a spray foam installation project at the Brookings County Outdoor Adventure Center in the amount of \$18,870.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Quality Spray Foam Applicators Quote.pdf](#)

- H. Action to make an appointment to the Housing & Redevelopment Commission to fill an unexpired term.

Action: Motion to Approve, Comments, Voice Vote

- i. Joel Price

Documents:

[Housing Commission App - Price.pdf](#)

- I. Discussion on a marijuana ordinance.

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

Documents:

[Commission Dept Director Report.pdf](#)  
[Detention Center Project Executive Summary.pdf](#)  
[Taste of Brookings Invitation.pdf](#)  
[2021 Conservation Tour.pdf](#)  
[2021 Hobo Day Parade.pdf](#)

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

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

- A. Correspondence received

Documents:

[DENR to Norfeld Hutterian Brethren.pdf](#)

## **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

- *August 2, Monday - August 5, Thursday: Achievement Days events and activities at the Swiftel Center in Brookings.*
- *August 3, Tuesday: Brookings Chamber's "Taste of Brookings" Annual Celebration, 5:00-7:00 PM, Club 71, Dana J. Dykhouse Stadium, Brookings.*
- *August 9, Monday: Township Meeting, 5:30 PM, BCOAC, Brookings*
- *August 12, Thursday: CDI Golf Outing, 10:00 AM, Brookings Country Club*
- *August 18, Wednesday: Sioux Valley Commissioner's Meeting, Spink County*
- *August 31, Tuesday: Brookings County Conservation District Tour*
- *September 2, Thursday: Chamber Legislative Luncheon with John Thune, 11:30 Am - 1:00 PM*
- *September 23, Thursday: First District Open House & Picnic, 418 18th Ave, NE, Watertown*
  - *Ribbon Cutting & Open House from 11:00-1:00*
  - *Social Hour at 5:00, Picnic at 6:00*
- *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*

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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.