



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

1. 8:00 AM Call to Order of a joint meeting of the Brookings County Planning & Zoning Commission and the Brookings County Board of County Commissioners on Tuesday, September 7, 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. Disclosure of Conflicts of Interest: Relationship(s) to Applicant or Ex Parte Communication

5. Convene the Brookings County Planning & Zoning Commission and the Brookings County Board of County Commissioners

6. Approval of agenda by Planning & Zoning Commission

Action: Motion to Approve, Comments, Voice Vote

7. Approval of agenda by County Commission

Action: Motion to Approve, Comments, Voice Vote

8. Regular Business

- A. Joint public hearing of Ordinance 21-08: an ordinance entitled, an ordinance to amend Article IV Chapter 4.02 "Commercial/Industrial Districts" Section 4.02.02 adopted by Ordinance 2018-03. An ordinance to add Article III, Section 3.03.02 "Prohibited Uses." An ordinance to add Article V, "General Requirements." An ordinance to add an Article II, "Definitions."

Action: Open/Close Public Hearing

Documents:

[Ord 21-08 Amend Article IV.pdf](#)
[Chapter 4.02 Commercial Industrial.pdf](#)
[Chapter 3.03.02 Prohibited Uses.pdf](#)
[Chapter 5.17 Cannabis Dispensaries.pdf](#)
[Article II Definitions.pdf](#)

- B. Planning & Zoning Commission action to recommend approval of Ordinance #21-08: an ordinance entitled, an ordinance to amend Article IV Chapter 4.02 “Commercial/Industrial Districts” Section 4.02.02 adopted by Ordinance 2018-03. An ordinance to add Article III, Section 3.03.02 “Prohibited Uses.” An ordinance to add Article V, “General Requirements.” An ordinance to add an Article II, “Definitions.”

Action: Motion to Approve Recommendation, Comments, Roll Call

- C. Brookings County Board of County Commissioners holds First Reading of Ordinance #21-08: an ordinance entitled, an ordinance to amend Article IV Chapter 4.02 “Commercial/Industrial Districts” Section 4.02.02 adopted by Ordinance 2018-03. An ordinance to add Article III, Section 3.03.02 “Prohibited Uses.” An ordinance to add Article V, “General Requirements.” An ordinance to add an Article II, “Definitions.”

Action: First Reading, Note date/time of Second Reading on September 21, 2021 at 10:00 AM

9. Adjournment of the Brookings County Planning & Zoning Commission

10. Consent Agenda Items

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

- A. Approval of minutes

Documents:

[2021-08-17 County Commission minutes.pdf](#)
[2021-08-10 Cannabis Study Session.pdf](#)

- B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

- C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 09072021.pdf](#)

- D. Approval of cellular authorizations

- E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

11. Routine Business

- A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[9.7.2021 claims.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

ii. Sheriff's Office

Documents:

[Sheriff Report.pdf](#)

iii. County Development Department

Documents:

[County Dev Report.pdf](#)

12. Scheduled Agenda Items

A. 9:15 AM - Public hearing & action to approve Resolution #21-39: adoption of the 2022 Provisional Budget for Brookings County, South Dakota.

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

Documents:

[Res 21-38 2022 Provisional Budget.pdf](#)

[2022 Provisional Budget.pdf](#)

B. 9:30 AM - Second Reading, public hearing and action to approve Ordinance #21-05: an ordinance amending Ordinance #21-02: 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: Second Reading, Motion to Approve, Open/Close Public Hearing, Comments, Roll Call

Documents:

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

C. 9:45 AM - Jordan Brown, East River Electric - discussion on power poles for Sinai Bridge project.

i. Action to approve Agreement #21-93: a Brookings County force account agreement (utility) between Brookings County and East River Electric Power Cooperative, Inc.

Action: Motion to Approve, Comments, Roll Call

Documents:

13. Regular Business

- A. Action to approve Agreement #21-94: a State of South Dakota Department of Public Safety Office of Emergency Management 2022 Local Emergency Management Performance Grant.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 21-94 2022 Local Emergency Mgmt Performance Grant.pdf](#)

- B. Action to approve Agreement #21-95: a Guardian RFID System agreement.

Action: Motion to Approve, Comments, Roll Call

- C. Action to approve Agreement #21-96: a South Dakota Department of Transportation Agreement for use and restoration of detour and/or wet weather detour.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 21-96 DOT Wet Weather Detour.pdf](#)

- D. Action to approve Agreement #21-97: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Trenton Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-97 ROW Sioux Valley Energy.pdf](#)

- E. Action to approve Agreement #21-98: an application for occupancy of right of way of county highways made by Brookings-Deuel Rural Water System in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-98 ROW Brookings-Deuel.pdf](#)

- F. Action to approve Agreement #21-99: an application for occupancy of right of way of county highways made by Brookings-Deuel Rural Water System in Sterling Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-99 ROW Brookings-Deuel.pdf](#)

- G. Action to approve Agreement #21-100: an application for occupancy of right of way of county highways made by Interstate Telecommunications Coop in Laketon Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-100 ROW Interstate Telecom.pdf](#)

- H. Action to approve Agreement #21-101: an application for occupancy of right of way of county highways made by Interstate Telecommunications Coop in Laketon Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-101 ROW Interstate Telecom.pdf](#)

- I. Action to approve Agreement #21-102: an application for occupancy of right of way of county highways made by Valley Telecommunications Coop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-102 ROW Valley Telecom.pdf](#)

- J. Action to approve Agreement #21-103: an application for occupancy of right of way of county highways made by Valley Telecommunications Coop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-103 ROW Valley Telecom.pdf](#)

- K. Action to approve Agreement #21-104: an application for occupancy of right of way of county highways made by Valley Telecommunications Coop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-104 ROW Valley Telecom.pdf](#)

- L. Action to approve Agreement #21-105: an application for occupancy of right of way of county highways made by Valley Telecommunications Coop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-105 ROW Valley Telecom.pdf](#)

- M. Action to approve Agreement #21-106: an application for occupancy of right of way of

county highways made by Valley Telecommunications Coop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-106 ROW Valley Telecom.pdf](#)

- N. Action to approve Agreement #21-107: an application for occupancy of right of way of county highways made by Valley Telecommunications Coop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-107 ROW Valley Telecom.pdf](#)

- O. Action to approve Agreement #21-108: a FMV lease agreement between Brookings County and Dakota Mailing for lease of a postage machine.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 21-108 Dakota Mailing.pdf](#)

- P. Action to approve Change Order #007 for the Detention Center Remodel & Expansion Project in the amount of \$24,260.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 007 Detention Center.pdf](#)

- Q. Action to approve Argo Township's culvert grant application in the amount of \$8,569.30.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Argo Township Culvert Grant App.pdf](#)

- R. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$410 for reimbursement for SDAAO school registration, receipt #564803, GL line 101-4-162-4270 (Equalization).

Action: Motion to Approve, Comments, Roll Call

Documents:

[Automatic Supplement - Equalization.pdf](#)

- S. Action to approve paying \$10,000 to the Brookings Economic Development Corporation to conduct a housing study of the smaller communities in Brookings

County as part of their overall RFP.

Action: Motion to Approve, Comments, Roll Call

- T. Discussion and possible action on appraisal process for a motor grader that has been declared as surplus property.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Cat Motor Grader Report.pdf](#)

- U. Action to approve a Request to Fill Vacancy for an Appraiser in the Equalization Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Appraiser.pdf](#)

- V. Action to approve a Request to Fill Vacancy for a temporary Deputy Sheriff.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Temp Deputy.pdf](#)

- W. Action to approve a Request to Fill Vacancy for a GIS Technician in the Commission Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - GIS Tech.pdf](#)

14. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[TIF District 11 Report.pdf](#)
[First District Open House Invite.pdf](#)

15. States Attorney's Office Report

16. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[DANR Notice - Three Solid Waste General Permits.pdf](#)
[DANR to Norfeld Hutterian Brethren 08-18-2021.pdf](#)
[DANR to Norfeld Hutterian Brethren 08-19-2021.pdf](#)

17. Executive Session - in accordance with SDCL §1-25-2(1): Personnel

Action: Motion to Enter into Executive Session, Voce Vote

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

18. Adjournment

Action: Motion to Approve, Voice Vote

19. Public Notices

- *September 6, Monday: County offices closed in honor of the Labor Day holiday*
- *September 11, Saturday: Grand Opening of the Raven Precision Agriculture Center at 2:00 PM*
- *September 12, Sunday - September 15, Wednesday: SDACC Fall Convention, Ramkota Hotel, Rapid City*
- *September 16, Thursday: Chamber Luncheon with Senator Mike Rounds, 11:30 AM - 1:00 PM, Swiftel Center, Brookings*
- *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 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 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, Brookings County is hosting*
- *November 11, Thursday: County offices closed in honor of the Veterans Day holiday*

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.