



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

1. 8:30 AM Call to Order on Tuesday, January 16, 2024

2. Pledge of Allegiance

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

There is a 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. No commission action will be taken during this agenda item. Any requested action item may 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. Minutes

Documents:

[01-02-2024 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 01162024.pdf](#)

D. Cellular Authorizations

E. Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[1.16.24 CLAIMS.pdf](#)
[1.3.24 DEPT OF REV.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Staff Report.pdf](#)
[County Dev 2023 Annual Report.pdf](#)

iii. BCOAC

Documents:

[BCOAC Report.pdf](#)

C. Finance Officer's Report

Documents:

[Finance Officer Report.pdf](#)

i. Be it Noted Items:

Action: Note Items for Minutes

- a. Auditor's Account with the Treasurer
- b. Payroll & Additive Totals
- c. Highway Expenditure Report
- d. Register of Deeds Statement of Fees Collected

D. Be it Noted Items:

Action: Note the following items to be listed in the minutes

i. Local Emergency Management Performance Grant Quarterly Report

Documents:

[LEMP Grant Quarterly Report.pdf](#)

ii. Wage Listing

Documents:

[Wage Listing.pdf](#)

iii. Volunteer Lists

Documents:

[Volunteer Lists.pdf](#)

- a. BCOAC Range Safety Officers, Archery Range Volunteers, and Pistol Range Committee
- b. Storm Spotters
- c. Pandemic Planning Coordination Committee/Points of Dispensing Committee

7. Scheduled Agenda Items - 9:00 AM

8. Regular Business

- A. Action to approve Resolution #24-04: a Resolution Setting Weight Limit Enforcements on Brookings County Highways.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 24-04 Highway Weight Limits.pdf](#)

- B. Action to approve Resolution #24-05: a Resolution Setting the Official Pay Plan for 2024 and Amending Resolution #23-52.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 24-05 2024 Official Pay Plan.pdf](#)

- C. Action to approve Abatement #24-01: an application for abatement due to qualifying for Disabled Veterans Exemption in the amount of \$1,248.74.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement Report.pdf](#)
[Abatement 24-01.pdf](#)

- D. Action to approve Abatement #24-02: an application for abatement due to qualifying for Disabled Veterans Exemption in the amount of \$2,243.13.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-02.pdf](#)

- E. Action to approve Abatement #24-03: an abatement application made by David A. Linneman, Living Trust for parcel #17000-11251-102-00 in the amount of \$893.59.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-03.pdf](#)

- F. Action to approve Abatement #24-04: an abatement application made by Russell G. Snyder, Et Ux for parcel #14108-11151-074-23 in the amount of \$96.65.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-04.pdf](#)

- G. Action to approve Abatement #24-05: an abatement application made by Kurt D. Nelson, Et Ux for parcel #35300-00200-008-00 in the amount of \$59.32.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-05.pdf](#)

- H. Action to approve Abatement #24-06: an abatement application made by Brookings Area Transit Authority for parcel #40375-00900-001-00 in the amount of \$3,349.48.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-06.pdf](#)

- I. Action to approve Abatement #24-07: an abatement application made by R.S. Maatilaan, LLC for parcel #15000-10951-081-00 in the amount of \$420.52.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-07.pdf](#)

- J. Action to approve Abatement #24-08: an abatement application made by Tyana Gottsleben for parcel #37075-00100-004-00 in the amount of \$388.11.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 24-08.pdf](#)

- K. Action to approve Agreement #24-02: a Letter of Agreement between Brookings County and First District Association of Local Governments for the Brookings County Emergency Management Pre-Disaster Mitigation Plan.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 24-02 First District.pdf](#)

- L. Action to approve Agreement #24-03: an Agreement between Brookings County and OTIS Elevator to modernize the Courthouse elevator.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 24-03 OTIS Courthouse Elevator.pdf](#)

- M. Action to approve an application made by the Brookings Country Club for a Package Off-Sale Liquor License, expiring December 31, 2024.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Package Off Sale Liquor App - Brookings Country Club.pdf](#)

- N. Action to approve a payment from the Fire Department Long-Term Fund to the Badger Volunteer Fire Department in the amount of \$25,564.05 to replace a grass unit.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Badger Fire Dept Grass Unit.pdf](#)

- O. Action to approve a Request to Fill Vacancy for two seasonal ATV Drivers in the Weed & Pest Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - ATV Drivers.pdf](#)

- P. Action to declare items as surplus property to be destroyed or sold.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Property List.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)

[Brookings Day at the Capitol.pdf](#)
[Surplus Cash Analysis.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[Federal Aviation Admin Study.pdf](#)
[Food Pantry Thank You.pdf](#)
[DANR to Linde Dairy.pdf](#)
[DANR to Old Tree Farms.pdf](#)
[DANR to Valley View 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

- January 15, Monday: Offices closed in honor of the Martin Luther King Jr. holiday
- January 17, Wednesday: Brookings/SDSU Day at the Capitol
- February 19, Monday: Offices closed in honor of the President's 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.