



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, February 6, 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:

[01-16-2024 Commission minutes.pdf](#)

B. Travel & Education

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 02062024.pdf](#)

D. Cellular Authorizations

Documents:

[Cellular Authorizations.pdf](#)

E. Human Services Report

Documents:

[2.6.24 - Human Services Commission Report.pdf](#)

6. Routine Business

A. Approval of Claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[2.6.24 Dept Register.pdf](#)

B. Department Head reports

i. 4-H

Documents:

[4-H Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Report.pdf](#)

iii. Highway Department

Documents:

[Highway Report.pdf](#)

C. Be it noted item:

Action: Note items to be listed in the minutes.

i. BCOAC Volunteers Listed for Work Comp Purposes

Documents:

[BCOAC Volunteers.pdf](#)

7. Scheduled Agenda Items - 9:00 AM

8. Regular Business

A. Action to approve Resolution #24-06: a Resolution Designating the Contact Person to Request Assistance from the South Dakota Wildland Fire Coordinator Pursuant to SDCL 41-20A-11 and Amending Resolution #23-07.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 24-06 Wildland Fire Contact.pdf](#)

- B. Action to approve Resolution #24-07: a Resolution Establishing Hours of Operation for Brookings County Offices.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 24-07 Hours of Operation.pdf](#)

- C. Action to approve Resolution #24-08: a plat of Tract 1 of Koster Addition, an Addition in Government Lot 4 of Section 22 Township 110 North, Range 47 West of the 5th Principal Meridian, Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 24-08 2024plat001.pdf](#)

- D. Action to approve Agreement #24-04: an Application for Occupancy of Right-of-Way of County Highway made by Sioux Valley Energy in Sterling Township. (WO 34265)

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 24-04 ROW Sioux Valley Energy.pdf](#)

- E. Action to approve Agreement #24-05: an Application for Occupancy of Right-of-Way of County Highway made by Sioux Valley Energy in Sterling Township. (WO 34267)

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 24-05 ROW Sioux Valley Energy.pdf](#)

- F. Action to approve Agreement #24-06: an Application for Occupancy of Right-of-Way of County Highway made by Sioux Valley Energy in Sterling Township. (WO 34268)

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 24-06 ROW Sioux Valley Energy.pdf](#)

- G. Action to approve Agreement #24-07: an Application for Occupancy of Right-of-Way of County Highway made by Sioux Valley Energy in Sterling Township. (WO 34469)

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 24-07 ROW Sioux Valley Energy.pdf](#)

- H. Action to approve Agreement #24-08: Brookings County Detention Center Inmate Housing Contract between Brookings County and Deuel County.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 24-08 Inmate Housing - Deuel.pdf](#)

- I. Action to approve Agreement #24-09: Brookings County Detention Center Inmate Housing Contract between Brookings County and Kingsbury County.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 24-09 Inmate Housing - Kingsbury.pdf](#)

- J. Action to approve eight (8) petitions for acceptance of late Elderly Tax Freeze applications.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Elderly Tax Freeze Applications.pdf](#)

- K. Action to approve a Pay/Title Change Request Policy.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Pay, Title Change Request Policy.pdf](#)

- L. Action to declare a Kyocera copier as surplus property to be destroyed.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Items List.pdf](#)

- M. Discussion on Trenton Township Resolution regarding 214th Street.

Documents:

[214th St Resolution.pdf](#)

- N. Consensus to publish a supplemental budget public hearing notice.

Action: Consensus of the Board

- O. Presentation of 2023 Year End Report

Documents:

9. Commission Department Director's Report

Documents:

[Commission Dept Director Report.pdf](#)
[Tactical Pipeline Response Training.pdf](#)
[Uncle Sam Jam Request.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence Received

Documents:

[Banner New Year Letter.pdf](#)
[DANR to Old Tree Farms.pdf](#)

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

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

- February 19, Monday: Offices closed in honor of the President's Day holiday
- February 28, Wednesday: Tactical Pipeline Response Training, 11:30 AM, Dakota Bank Center
- February 29, Thursday: Annual Township Meeting & Weed Board Meeting, 10:00 AM, BCOAC
- March 13, Wednesday: Sioux Valley Commissioner's Meeting (10-County), 12:00 PM, Beadle County
- March 29, Friday: Offices closed at 12:00 PM for the Good Friday 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.