



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, April 18, 2023

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. Approval of minutes

Documents:

[04-04-2023 Commission minutes.pdf](#)
[04-05-2023 Commission Work Session.pdf](#)
[04-11-2023 Equalization minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 04182023.pdf](#)

D. Approval of cellular authorizations

E. Approval of the Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[4.18.23 claims.pdf](#)
[4.10.23 APRIL DEPT OF REV.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

C. Finance Officer's Report

Documents:

[First Quarter Transfers.pdf](#)
[Finance Officer Report.pdf](#)
[Finance Additional Reports.pdf](#)

i. Action to approve First Quarter Transfers as per budget appropriations.

ii. March Report

a. Be it Noted Items:

Action: Note Items for Minutes

b. Auditor's Account with the Treasurer

c. Payroll & Additive Totals

d. Highway Expenditure Report

e. Register of Deeds Statement of Fees Collected

iii. Additional Reports

7. Scheduled Agenda Items

A. 9:00 AM - Public Hearing and Action to Approve a Special Events License from GDWB LLC, dba Lemke's Bar & Grill for a wedding on June 3, 2023 at Bennett Barn.

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

Documents:

[Special Events License - Lemkes, June.pdf](#)

B. 9:05 AM - Public Hearing and Action to Approve a Special Events License from GDWB LLC, dba Lemke's Bar & Grill for a wedding on September 9, 2023 at Bennett Barn.

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

Documents:

[Special Events License - Lemkes, Sept.pdf](#)

- C. 9:10 AM - Action to approve an Easement Agreement with Brookings Municipal Utilities.

Action: Motion to Approve, Comments, Roll Call

Documents:

[BMU Easement.pdf](#)

- i. Chuck May, BMU, Easement Agreement

8. Regular Business

- A. Action to approve Resolution #23-18: a plat of Block 1, Preston Church Addition in the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 20, T112N, R51W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-18 2023plat005.pdf](#)

- B. Action to approve Resolution #23-19: a Bridge Inspection Program Resolution for use with SDDOT Retainer Contracts.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-19 Bridge Inspection Program.pdf](#)

- C. Action to approve Agreement #23-24: a State of South Dakota Department of Transportation Joint Powers Agreement for Weed Spraying Services by Brookings County.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-24 DOT Weed Spraying.pdf](#)

- D. Action to approve Agreement #23-25: a 3-year lease agreement with ChargePoint, Inc. for the electric car charging station at the Government Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-25 Chargepoint.pdf](#)

- E. Action to approve a fireworks display at Meadow Creek Golf Course, Volga, on Friday, June 9th at dusk as part of the Volga Old Timer's Day celebration.

Action: Motion to Approve, Comments, Voice Vote

- F. Action to approve a request to fill vacancy for a full-time female Correctional Officer in the Sheriff's Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Correctional Officer.pdf](#)

- G. Action to approve updates to the cellular authorization plan.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Cellular Authorization Form.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Dir Report.pdf](#)

[Work Plan Topics.pdf](#)

[Surplus Cash Analysis.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[Underground Tank Removal Program Letter.pdf](#)

[Drug Court Thank You.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

- April 18-20, Tuesday-Thursday: SDACC Spring Workshop, Pierre
- May 5, Friday: Grand Re-Opening & Open House for ID8 Architecture, 3:30 PM - 6:30 PM, 418 Main Ave., Brookings

- May 18, Thursday: United Way Ribbon Cutting, 3:00 PM - 6:00 PM, 908 Hope Drive, Brookings
- May 29, Monday: Offices closed in honor of the Memorial Day holiday
- June 12-16: City & County Safety Week
 - June 15, Thursday: Annual Safety Week Picnic, 11:00 AM-2:00 PM
- June 26, Monday: Budget Hearings, 8:00 AM-5:00 PM, Government Center Community Room
- August 9, Wednesday: Save the Date: Conservation District Annual Tour

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.