



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

1. 8:30 AM Call to Order on Tuesday, May 3, 2022

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:

[04-12-2022 Commission Minutes.pdf](#)

[04-19-2022 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 05032022.pdf](#)

D. Approval of cellular authorizations

E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

F. Volunteer RSOs - noted for work comp purposes

Documents:

[Volunteer RSOs.pdf](#)

6. Routine Business

A. Approval of claims

Actin: Motion to Approve, Comments, Roll Call

Documents:

[5.3.22 CLAIMS.pdf](#)

[4.19 CLAIM CORRECTION.pdf](#)

B. Recognition of Employees' Anniversaries

- i. Jean Stoebner: 25 years in April
- ii. Michelle Delaney: 10 years in May
- iii. Jeremy Kriese: 10 years in May
- iv. Misty Moser: 10 years in May

C. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Report.pdf](#)

7. Scheduled Agenda Items

A. 9:00 AM - Public Hearing and action to approve a retail on/off sale malt beverage and SD farm wine license for Schade Vineyard.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Schade Vineyard Malt Beverage App.pdf](#)

B. 9:05 AM - Public Hearing and action to approve a retail on/off sale malt beverage and SD farm wine license for SVK Properties (Midway Camp).

Action: Motion to Approve, Comments, Roll Call

Documents:

[SVK Properties Malt Beverage App.pdf](#)

- C. 9:15 AM - Discussion on the Helpline Center Network of Care Partner Agency Memorandum of Understanding.

Action: Motion to Approve, Comments, Roll Call

Documents:

[HCNC Flyer.pdf](#)
[HCNC Software Platform Overview.pdf](#)
[Helpline Center MOU.pdf](#)
[HCNC Policies, Procedures.pdf](#)

- i. Program Director Shauna Batcheller will be available via phone to discuss this MOU.

- D. 9:30 AM - Discussion and Possible Action on APRA funding for Brookings Behavioral Health & Wellness.

Action: Motion to Approve, Comments, Roll Call

8. Regular Business

- A. Action to approve Resolution #22-15: FY2022 Contingency Transfers

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-15 Contingency Transfers.pdf](#)

- B. Action to approve Abatement #22-36: an abatement application made by the City of Volga, for parcel #22047-11051-234-00 in the amount of \$38.24.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Abatement 22-36.pdf](#)

- C. Action to approve Abatement #22-37: an abatement application made by the Ritter Family Trust for parcel #11025-11252-061-30 for \$494.03.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Abatement 22-37.pdf](#)

- D. Action to approve Agreement #22-44: a master software license and services agreement between Brookings County and KNOWiNK.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 22-44 KNOWiNK.pdf](#)

- E. Action to approve Agreement #22-45: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-45 ROW Sioux Valley Energy.pdf](#)

- F. Action to approve Agreement #22-46: an application for occupancy of right of way of county highways made by Brookings-Deuel Rural Water System in Sherman Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-46 ROW Brookings-Deuel Rural Water.pdf](#)

- G. Action to approve Agreement #22-47: an application for occupancy of right of way of county highways made by East River Electric Power Cooperative, Inc. in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-47 ROW East River Electric.pdf](#)

- H. Action to approve Agreement #22-48: an application for occupancy of right of way of county highways made by East River Electric Power Cooperative, Inc. in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-48 ROW East River Electric.pdf](#)

- I. Action to approve the following Retail On/Off Sale Malt Beverage & SD Farm Wine licenses, effective July 1, 2022 through June 30, 2023.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Finance Office Report.pdf](#)

[Alcohol Sales Compliance Check Info.pdf](#)

- i. Brookings Country Club, Inc.

Documents:

[Brookings Country Club.pdf](#)

ii. Cuzbins, LLC (The Boathouse)

Documents:

[Cuzbins LLC.pdf](#)

iii. Good Roots Farm & Gardens

Documents:

[Good Roots Farm.pdf](#)

iv. K&K Enterprises (Corner Gas & Goodies)

Documents:

[KK Enterprises.pdf](#)

v. Skyview Junction, LLC

Documents:

[Skyview.pdf](#)

vi. Wagon Wheel Resort, LLC

Documents:

[Wagon Wheel.pdf](#)

J. Action to approve a request to fill vacancy for three full-time Correctional Officers.

Action: motion to Approve, Comments, Voice Vote

Documents:

[RFV Correctional Officers.pdf](#)

K. Action to approve the Brookings County Grants Policy.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Brookings County Grants Policy.pdf](#)

L. Action to approve the Sheriff's Office applying for a Highway Safety Grant.

Action: Motion to Approve, Comments, Voice Vote

M. Action to advertise for a position on the Housing & Redevelopment Commission to fill an unexpired term through December 31, 2024.

Action: Motion to Approve, Comments, Voice Vote

N. Action to declare items as surplus property to be sold via online auction.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Property - Sheriff.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Work Plan Topics.pdf](#)
[Civil Design Golf Outing.pdf](#)
[DOT Transportation Alternatives Funding.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[DANR to Old Tree Farms.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

- May 11, Wednesday: Groundbreaking for the I29/20th Street South Interchange Project, 10:00 AM
- May 18, Wednesday - May 20, Friday: NACo Western Interstate Region Conference, Anchorage, Alaska
- May 30, Monday: County offices closed in honor of the Memorial Day holiday.
- June 14, Tuesday: 8:30 AM Budget Hearing, Community Room of the Government Center
- June 14, Tuesday: Joint session with the Brookings City Council at 5:00 PM in the Government Center Chambers to hear the housing study presentation.

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.

