



**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, August 8, 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. Recognition of Employees' Anniversaries**

- A. Paul Ness: 10 years in July
- B. Kim Larson: 5 years in July
- C. Terrance Heidemann: 5 years in August

**6. Consent Agenda Items**

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

A. Minutes

Documents:

[07-25-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 08082023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

[Human Services Report.pdf](#)

## **7. Routine Business**

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[8.8.23 CLAIMS.pdf](#)

B. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)

ii. Highway Department

Documents:

[Highway Report.pdf](#)

iii. County Development Department

Documents:

[County Dev Report.pdf](#)

## **8. Scheduled Agenda Items**

A. 9:00 AM - Public Hearing and action to approve a Special Events License for Lemke's Bar & Grill for an event at Bennett Barn on August 19, 2023.

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

Documents:

[Spec Alcoholic Bev Lic - GDWB.pdf](#)

## **9. Regular Business**

A. First Reading of Ordinance 2023-02: an Ordinance Establishing the Requirements, Fees, and Regulations for the Issuance of Alcoholic Beverage Licenses within Brookings County.

Action: First Reading Title Only, Note Date/Time of Second Reading

Documents:

[Ord 23-02 Alcoholic Beverage Licensing.pdf](#)

[Ord 23-02 Notice of Public Hearing.pdf](#)

- i. Second Reading and Public Hearing will be held on September 5, 2023, at 9:00 AM.

- B. Action to approve Resolution #23-31: A plat of Block 1, Berreth Addition in the Southeast ¼ of Section 4, T111N, R48W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-31 2023plat011.pdf](#)

- C. Action to approve Resolution #23-32: a plat of David and Miriam Iverson Addition in the County of Brookings, South Dakota located in the Southeast ¼ of Section 6, T112N, R48W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-32 2023plat012.pdf](#)

- D. Action to approve Agreement #23-45: an easement for use of county road right of way made between Brookings County and Hammink Dairy, LLC.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-45 ROW Hammink Dairy.pdf](#)

- E. Action to approve Agreement #23-46: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Lake Sinai Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-46 ROW Sioux Valley Energy.pdf](#)

- F. Action to approve a Utilities Certificate for project #BRO-B 8006 (55), PCN 084G.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Utilities Cert BRO-B 8006 55 PCN 084G.pdf](#)

- G. Action to approve the Letting Authorization for project #BRO-B 8006 (55), PCN

084G.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Letting Authorization BRO-B 8006 55 PCN 084G.pdf](#)

H. Action to approve a Right of Way Certificate for project #BRO 8006 (00) 21-4, PCN 08F3.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[ROW BRO 8006 00 21-4 PCN 08F3.pdf](#)

I. Action to approve a Utilities Certificate for project #BRO 8006 (00)21-4, PCN 08F3.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Utilities Cert BRO 8006 00 21-4 PCN 08F3.pdf](#)

J. Action to approve a Right of Way Certificate for project #BRO 8006 (00) 21-5, PCN 08F4.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[ROW BRO 8006 00 21-5 PCN 08F4.pdf](#)

K. Action to approve a Utilities Certificate for project #BRO 8006 (00) 21-5, PCN 08F4.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Utilities Cert BRO 8006 0021-5 PCN 08F4.pdf](#)

L. Action to approve the installation of arrow sculptures at the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Infinite Welding Estimate.pdf](#)  
[Arrow Sculptures.pdf](#)

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

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV Male CO.pdf](#)

- N. 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 Female CO.pdf](#)

#### **10. Commission Department Director's Report**

Documents:

[Commission Dept Report.pdf](#)

#### **11. States Attorney's Office Report**

#### **12. Commissioner Reports and Discussion Items**

- A. Correspondence received

Documents:

[Hobo Day Save the Date.pdf](#)  
[Historical Society Newsletter.pdf](#)

#### **13. Executive Session - in accordance with SDCL §1-25-2(1)(6): personnel and security**

*Action: Motion to Enter into Executive Session, Voice Vote*

*Action: Motion to come out of Executive Session, Voice Vote*

#### **14. Adjournment**

*Action: Motion to Approve, Voice Vote*

#### **15. Public Notices**

- August 9, Wednesday: Conservation District Annual Tour, 8:00 AM, starting at the Conservation District building, 130 42nd Street, Brookings
- August 9, Wednesday: Sioux Valley Commissioners Association Meeting, 12:00 PM, Mad Mary's Steakhouse, Flandreau
- August 10, Thursday: CDI Golf Outing, 10:00 AM, Brookings Country Club
- August 23, Wednesday: I-29 Interchange Ribbon Cutting Ceremony, 10:00 AM
- September 4, Monday: County offices closed in honor of the Labor Day holiday
- September 11-13, Monday-Wednesday: SDACC Fall Convention, Sioux Falls Ramkota
- October 9, Monday: Offices closed in honor of the Native American Day

holiday

- o October 15, Saturday: SDSU's Hobo Day

**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.