



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 22, 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. Minutes

Documents:

[08-08-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 08222023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[8.22.23 claims.pdf](#)
[8.22.23 special claim.pdf](#)
[8.7.23 DEPT OF REV CLAIM.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Report.pdf](#)

iii. Weed & Pest Department

Documents:

[Weed Pest 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:

i. BCOAC RSO Volunteer Listed for Work Comp Purposes

Action: Note Name for Minutes

- a. Penny Jensen

Documents:

[BCOAC Volunteer.pdf](#)

7. Scheduled Agenda Items

8. Regular Business

- A. Action to approve Agreement #23-47: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Sterling Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-47 ROW Sioux Valley Energy.pdf](#)

- B. Action to approve the low bid of \$319,000 to Caliber, LLC of Lake Norden, South Dakota for the construction of the maintenance equipment storage building located in the City of Bruce.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Bid Recommendation 2023.pdf](#)

[Bid Totals.pdf](#)

[Caliber Bid.pdf](#)

[Clark Drew Bid.pdf](#)

- C. Action to approve a Letter of Funding Commitment for a Hazard Mitigation Grant.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Letter of Funding Commitment.pdf](#)

- D. Action to declare a Can-Am Outlander as surplus property to be disposed of.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Item - Can Am Outlander.pdf](#)

- E. Action to allocate up to \$500,000 of additional funding for the Samara Avenue Project using Commission Project Funds.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Commission Projects.pdf](#)

F. Discussion and Possible Action on Rural Access Infrastructure Funding.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Projects List.pdf](#)

9. Commission Department Director's Report

Documents:

[Commssion Dept Report.pdf](#)
[Surplus Cash Analysis.pdf](#)
[Yearly Comparisons.pdf](#)
[DOH FY24 WIC Contract Letter.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[Surface Water Discharge Permit Public Notice.pdf](#)
[DANR to Crosswind Jersey 07-19-2023.pdf](#)
[DANR to Crosswind Jersey 07-24-2023.pdf](#)

12. Executive Session - in accordance with SDCL §1-25-2(6): security

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

- 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
- September 28, Thursday: First District Annual Picnic
- October 9, Monday: Offices closed in honor of the Native American Day holiday
- October 10, Tuesday: Department Head Evaluations, 1:00 PM - 5:00 PM
- October 14, Saturday: SDSU's Hobo Day
- November 10, Friday: Offices closed in honor of the Veterans Day holiday
- November 23-24, Thursday-Friday: Offices closed in honor of Thanksgiving

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.