



**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, September 19, 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:

[09-05-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 09192023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

## 6. Routine Business

### A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[9.19.23 CLAIMS.pdf](#)

[9.7.23 dept of rev.pdf](#)

### B. Department Head reports

### C. Finance Officer's Report

Documents:

[Finance Officer Report.pdf](#)

#### i. Action to approve the Third Quarter Transfers per budget appropriations:

Action: Motion to Approve, Comments, Roll Call

Documents:

[Third Quarter Transfers.pdf](#)

**a.** From General Fund 101-4-911-4294 to Highway & Bridge Fund 201-3-371-0000 in the amount of \$464,384.50.

**b.** From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$40,833.50.

#### ii. 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

## 7. Public Hearings - 9:00 AM

A. Public Hearing and action to approve a Special Events License for J & A Diedrich, LLC, dba Jay Street Pub for an event at Bennett Barn on Saturday, September 30, 2023.

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

Documents:

[Special Event - J A Diedrich.pdf](#)

B. Public Hearing and approval of FY2024 Annual Budget.

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

i. Action to approve the amendments to the FY2024 Provisional Budget.

Documents:

[FY2024 Prov Budget Changes.pdf](#)  
[FY2024 Annual Budget.pdf](#)

ii. Action to approve Resolution #23-37: adoption of the FY2024 Annual Budget for Brookings County, South Dakota.

Documents:

[Res 23-37 FY2024 Annual Budget.pdf](#)

**8. Regular Business**

A. First Reading of Ordinance 23-01: an Ordinance for the Amendment of Ordinance 2015-03 which Re-Adopted the 1997 Revised Zoning Ordinance as Amended: Article IV Chapter 4.02 "Commercial/Industrial Districts," Section 4.02.01 – "Permitted Uses" and Section 4.02.02 – "Conditional Uses," Adopted by Ordinance 2018-03.

Action: First Reading - Title Only, Note Date/Time of Second Reading: Tuesday, October 10th at 9:00 AM

Documents:

[Ordinance Report.pdf](#)  
[Ord 23-01 Amending Ord 15-03.pdf](#)  
[Edited Version.pdf](#)  
[Clean Version.pdf](#)

B. Action to approve Resolution #23-38: a plat of Lots 1A and 2A of Highland Addition in Government Lot 4 of Section 28, Township 109 North, Range 50 West of the 5th Principal Meridian, Brookings, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-38 2023plat014.pdf](#)

C. Action to approve Resolution #23-39: a plat of Lots 13, 14, and 15 Cedar Pointe Addition in Government Lot 3 of the NW ¼ of Section 28, Township 109 North, Range 50 West of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-39 2023plat015.pdf](#)

D. Action to approve Resolution #23-40: a Resolution Amending Resolution #22-67: a

Resolution Setting the Official Pay Plan for 2023.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 23-40 2023 Pay Plan.pdf](#)

- i. Action to approve an addendum to the Teamsters Local 120 Collective Bargaining Agreement (Agreement #22-52), the Sheriff's Union Contract.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 22-52 Addendum.pdf](#)

- E. Action to approve Resolution #23-41: a Resolution to continue support for the First District Association of Local Governments during Fiscal Year 2024 (October 1, 2023-September 30, 2024).

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 23-41 First District.pdf](#)

- F. Action to approve Resolution #23-42: a Resolution authorizing the purchase of a 2023 John Deere 744P based upon the price established through the State of Minnesota bid process.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 23-42 John Deere 744P.pdf](#)

- G. Action to approve Agreement #23-50: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Eureka Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 23-50 ROW Sioux Valley.pdf](#)

- H. Action to approve Agreement #23-51: 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 23-51 ROW Sioux Valley.pdf](#)

- I. Action to approve Agreement #23-52: An agreement for voluntary right of way donation between Brookings County and Lynn Hartenhoff.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-52 Vol ROW Hartenhoff.pdf](#)

- J. Action to approve Agreement #23-53: An agreement for voluntary right of way donation between Brookings County and Hartenhoff Land Trust.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-53 Vol ROW Hartenhoff Trust.pdf](#)

- K. Action to approve Agreement #23-54: an agreement between Brookings County and Catalis Payments to provide credit card services for Brookings County.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-54 Catalis.pdf](#)

- L. Action to authorize the Chairperson to sign the Acknowledgement and Certification required by Executive Order 2023-13 for the South Dakota Department of Transportation.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Executive Order 23-13.pdf](#)

- M. Action to approve the Community Development & Housing Needs Assessment Plan for Brookings County as part of the Community Development Block Grant application submission.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Housing Needs Assessment Plan.pdf](#)

- N. Action to approve a request from the Fire Department Long Term Fund for \$18,000 to the Hendricks Fire Department for a fire truck chassis.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Hendricks Fire Dept - Fire Truck Chassis.pdf](#)

- O. Action to approve a Request to Fill Vacancy for a full-time male correctional officer in the Detention Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Male Correctional Officer.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Habitat Invitation.pdf](#)

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

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

A. Correspondence received

Documents:

[Army Corps of Engineers - Wetland Mitigation Prospectus.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**

- September 28, Thursday: First District Annual Picnic, 5:00 PM, First District office, Watertown
- October 2, Monday: Brookings Area Habitat for Humanity's Hope Builders' Breakfast, 7:15 Am, First Lutheran Church, Mission Coffee House (RSVP Required)
- 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 12, Thursday: County Road Tour, 8:00 AM-12:00 PM, Highway Shop
- 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
- December 6, Wednesday: Mayor's 2023 Holiday Celebration & Mayor's Awards, 5:00 PM, Dakotah Bank Center

**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.