



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, October 10, 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:

[09-11-2023 Special Commission minutes.pdf](#)

[09-19-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 10102023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[9.20.23 SPECIAL CLAIM.pdf](#)
[10.3.23 DEPT OF REVENUE.pdf](#)
[10.10.23 CLAIMS.pdf](#)

B. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)

ii. Highway

Documents:

[Highway Report.pdf](#)

iii. Finance Office

a. Be it noted: August Highway Department Expenditures Report

Action: Note item to be listed in minutes

Documents:

[Highway Expenditures.pdf](#)

7. Scheduled Agenda Items - 9:00 AM

A. Second Reading & Public Hearing on Ordinance 2023-01: an Ordinance Entitled, 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 - "Commercial Uses," Adopted by Ordinance 2018-03.

Action: Second Reading (Title Only), Motion to Approve, Open/Close Public Hearing, Comments, Roll Call

Documents:

[Ord 23-01 Amending Ord 15-03.pdf](#)

B. Public Hearing and action to approve the 5-Year Highway & Bridge Improvement Plan

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

Documents:

[Highway 5-Year Plan.pdf](#)

C. Heath Thompson, Kingbrook Rural Water

- i. Discussion and possible action on a Hazard Mitigation Grant for Kingbrook Rural Water's Sinai Booster Generator Construction Project.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Kingbrook Rural Water Presentation.pdf](#)

D. Action to approve the purchase of a generator for the Bruce Fire Hall using Commission Project funds.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Bruce Fire Hall.pdf](#)

8. Regular Business

- A. Action to approve Resolution #23-43: a Resolution Supporting Operation Green Light for Veterans.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-43 Operation Green Light.pdf](#)

- B. Action to approve Resolution #23-44: a plat of Blocks 1 & 2, Lexy Lynn Addition in the Southeast $\frac{1}{4}$ of Section 26 T109N, R48W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-44 2023plat016.pdf](#)

- C. Action to approve Resolution #23-45: a plat of lot 47A of the First Addition of Lake Poinsett Heights Subdivision in Lot 2, Section 5, T112N, R52W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-45 2023plat017.pdf](#)

- D. Action to approve Agreement #23-55: a State of South Dakota Department of Health Division of Family and Community Health Sub-Recipient Agreement.

Action: Motion to Approve, Comments, Roll Call

Documents:

[WIC Contract Email.pdf](#)
[Agr 23-55 DOH.pdf](#)
[Current DOH Agreement.pdf](#)

- E. Action to approve Agreement #23-56: a contract for supply of road salt between Brookings County, the City of Brookings and Blackstrap, Inc of Neligh, Nebraska.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-56 Blackstrap, Road Salt.pdf](#)

- F. Action to approve Agreement #23-57: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Agro Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-57 ROW Sioux Valley Energy.pdf](#)

- G. Action to approve Agreement #23-58: an Agreement for Administrative Assistance between Brookings County, Brookings Behavioral Health & Wellness and the First District Association of Local Governments.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-58 Admin Assistance, Brookings Behavioral.pdf](#)

- H. Action to approve Agreement #23-59: a State of South Dakota Department of Game, Fish & Parks Agreement between the Brookings County Outdoor Adventure Center and the GF&P Wildlife Division to enhance the existing indoor shooting range.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-59 GFP, Gun Range.pdf](#)

- i. Action to approve Agreement #23-60: a Public Use Agreement for the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-60 Public Use BCOAC.pdf](#)

- I. Action to approve Agreement #23-61: an agreement with Trane U.S. Inc. for continuation of HVAC Services at the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-61 Trane.pdf](#)

- J. Action to approve the Call for Bids for the replacement of the East Shed at the Highway Department that was destroyed in the May 2022 derecho.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Call for Bids - Highway Storage Building.pdf](#)

- K. Action to approve Change Order #1 and approve payment for the final contract price for the 2023 Brookings County Surfacing Project totaling \$1,422,438.18.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 1, Final Price, Surfacing Project.pdf](#)
[10.10.23 SPECIAL CLAIM.pdf](#)

- L. Action to approve an Over-width, Overlength, Over-height Permit to Milbank House Movers, Inc. of Milbank, SD.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Over Width,Length,Height Permit - Milbank House Movers.pdf](#)

- M. Action to approve the Letting Authorization for project BRO 8006(00)21-4, PCN 08F3.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Letting Authorization - BRO80060021-4.pdf](#)

- N. Action to approve spending \$1,000 for the NACo initiative to establish the National Center for Public Land Counties.

Action: Motion to Approve, Comments, Roll Call

Documents:

[NACo National Center for Public Land Counties.pdf](#)

- O. Action to automatically supplement for unanticipated expenses incurred and

reimbursement made to Brookings County in the amount of \$217,508.57 to GL 301-4-161-4293, Receipt #00645019 for FEMA reimbursement for Bruce Highway Shop.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Highway.pdf](#)

- P. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$2,448 to GL line 101-4-211-4250, Receipt #00651007 for insurance reimbursement from vehicle damage.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Sheriff.pdf](#)

- Q. Action to approve changes to the Brookings County Personnel Manual regarding the ADA Amendment Act and the Pregnant Workers Fairness Act.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Personnel Manual Updates - ADA Act, Pregnant Workers Act.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Director Report.pdf](#)
[2024 Calendar.pdf](#)
[Minnehaha County Termination of JP Agr.pdf](#)
[Historical Society - Addition of Historic Place.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[DANR to Dr. Minion.pdf](#)

12. Executive Session - in accordance with SDCL §1-25-2(1)(3)(4): personnel, consulting with legal counsel, and contract negotiations.

Action: Motion to Enter into Executive Session, Voice Vote

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

13. Recess until 1:00 PM

14. 1:00 PM - Executive Session - in accordance with SDCL §1-25-2(1): Personnel (Department Head Reviews)

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

15. Adjournment

Action: Motion to Approve, Voice Vote

16. Public Notices

- 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
- October 16, Monday: Prairie Nightingale Fall Social, Brookings Hospital, 5:15 PM
- November 10, Friday: Offices closed in honor of the Veterans Day holiday
- November 14, Tuesday: 4-H Recognition Event, BCOAC
- 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.