



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

1. 8:30 AM Call to Order on Tuesday, October 18, 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. Recognition of Employees' Anniversaries

- A. Jeff Anderson - 30 years in August
- B. Lynn Cramer - 10 years in August
- C. Stacy Steffensen - 20 years in September
- D. Danica Thor - 5 years in September
- E. Lori Schultz - 30 years in October

6. Consent Agenda Items

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

A. Approval of minutes

Documents:

[10-04-2022 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

D. Approval of cellular authorizations

E. Approval of the Human Services report

Documents:

[Human Services - Commission Report.pdf](#)

7. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[10.18.22 CLAIMS.pdf](#)

[10.7.22 OCT DEPT OF REV.pdf](#)

B. Department Head reports

i. BCOAC Report

Documents:

[BCOAC Report.pdf](#)

ii. County Development Department

Documents:

[County Dev 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

8. Scheduled Agenda Items

9. Regular Business

A. Action to approve Resolution #22-49: a resolution declaring a fire danger emergency in Brookings County and prohibiting open burning.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-49 Burn Ban.pdf](#)

- B. Action to approve Agreement #22-95: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Lake Sinai and Oslo Townships.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-95 ROW Sioux Valley Energy.pdf](#)

- C. Action to approve Agreement #22-96: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings and Sterling Townships.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-96 ROW Sioux Valley Energy.pdf](#)

- D. Action to approve Agreement #22-97: 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 22-97 ROW Sioux Valley Energy.pdf](#)

- E. Action to approve Agreement #22-98: 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 22-98 ROW Sioux Valley Energy.pdf](#)

- F. Action to designate \$776,000 of restricted fund balance in the 201 Road & Bridge Fund for the Country Club Road bridge (06-150-215).

Action: Motion to Approve, Comments, Voice Vote

- G. Action to authorize the Finance Officer to apply for Local Assistance and Tribal Consistency Funds.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[LATCF Funding Info.pdf](#)

- H. Action to approve a Request to Fill Vacancy for a part-time temporary Election Worker in the Finance Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Election Worker.pdf](#)

- I. Action to approve the revised "Release of Liability, Waiver and Assumption of Risk Agreement" for the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Release of Liability BCOAC.pdf](#)

- J. Action to approve appointments to the following boards and commissions:

Action: Motion to Approve (approve individually), Comments, Voice Vote

- i. Brookings Health System Board: 1 position, 3-year term

- a. Sheila Anderson

Documents:

[Brookings Health System - Anderson.pdf](#)

- ii. Extension Board: 6 positions, 1-year terms (5 applicants at this time)

- a. Ronda Houtman

Documents:

[Extension Board - Houtman.pdf](#)

- b. Ronny Parmely

Documents:

[Extension Board - Parmely.pdf](#)

- c. Laura Stern

Documents:

[Extension Board - Stern.pdf](#)

- d. Susan Vander Wal

Documents:

[Extension Board - Vander Wal.pdf](#)

- e. Richard Waldner

Documents:

[Extension Board - Waldner.pdf](#)

iii. Housing & Redevelopment Commission: 1 position, 5-year term

a. Jennifer Clites

Documents:

[Housing - Clites.pdf](#)

iv. Planning & Zoning Commission, District 1: 1 position, 4-year term

a. Darrel Kleinjan

Documents:

[Planning Zoning - Kleinjan.pdf](#)

v. Planning & Zoning Commission, District 3: 1 position, 4-year term

a. Neal Trooien

Documents:

[Planning Zoning - Trooien.pdf](#)

vi. Planning & Zoning Commission, Alternate: 1 position, 3-year term

a. Roger Erickson

Documents:

[Planning Zoning - Erickson.pdf](#)

vii. Weed & Pest Board: 2 positions, 3-year term, 1 must reside within city limits

a. Randy Meyer (city resident)

Documents:

[Weed Board - Meyer.pdf](#)

b. Timothy Bauer

Documents:

[Weed Board - Bauer.pdf](#)

K. Review of the Brookings County Personnel Manual changes.

Documents:

[Personnel Manual w Changes.pdf](#)

10. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)

[General Fund Surplus Cash Analysis.pdf](#)

11. States Attorney's Office Report

12. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[DANR to Norfeld Hutterian Brethren.pdf](#)

13. Executive Session - in accordance with SDCL §1-25-2

Action: Motion to Enter into Executive Session, Voice Vote

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

14. Recess until 1:00 PM

15. Reconvene

16. 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

1:00 PM - Commission convenes and reviews process

1:15 PM - Steffensen

1:45 PM - Brehmer

2:15 PM - Huber

2:45 PM - Hill

3:15 PM - Moser

17. Adjournment

Action: Motion to Approve, Voice Vote

18. Public Notices

- October 29, Saturday: Hobo Day Parade and Festivities
- November 11, Friday: County offices closed for Veterans Day holiday
- November 16, Wednesday: 10-County Meeting in Kingsbury County
- November 24, Thursday - November 25, Friday: County offices closed for the Thanksgiving holiday
- December 1, Thursday: 6th Annual Innovation Celebration, 4:40 PM - 6:30 PM at the Brookings Innovation 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.

