



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 24, 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:

[10-10-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

C. Personnel Action Notices

D. Cellular Authorizations

E. Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[10.24.23 claims.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

ii. 4-H

Documents:

[4-H Report.pdf](#)

iii. County Development Department

- a. Be it noted item: Chairperson Krogman to sign the quarterly Local Emergency Management Performance Grant report.

Action: Note Item for Minutes

Documents:

[Quarterly LEMPG 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

7. Scheduled Agenda Items - 9:00 AM

- A. Action to approve Agreement #23-62: an application for occupancy of right of way of county highways made by 3M in Aurora Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-62 ROW 3M.pdf](#)

i. Kevin Eisen, Barr Engineering

- B. Inter-Lakes Community Action Annual Update

Documents:

[ICAP Annual Update.pdf](#)

i. Eric Kunzweiler, Chief Executive Officer

8. Regular Business

- A. First Reading of Ordinance #2023-03: an Ordinance Authorizing Rezoning of "S 710' of Block 1 Hanson Addition, located in N ½ NW ¼ and in Govt Lots 1, 2, and 3 and in Lots 9A and 10A of Camara Beach Addition, all in Section 15, T112N, R47W of the 5th P.M., Brookings County, South Dakota (Lake Hendricks Township)."

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

Documents:

[Ord 2023-03 Rezoning.pdf](#)

- B. Action to approve Resolution #23-46: a Resolution Establishing Hours of Operation for Brookings County Offices.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-46 Hours of Operation.pdf](#)

- C. Action to approve Agreement #23-63: a State of South Dakota Department of Public Safety, Office of Emergency Management Sub-Recipient Agreement to update the Brookings County Pre-Disaster Mitigation Plan.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-63 Dept of Public Safety, PDM Plan.pdf](#)

- D. Action to approve Agreement #23-64: a Letter of Agreement between Brookings County and First District Association of Local Governments regarding the Brookings County Emergency Management Pre-Disaster Mitigation Plan.

Action: Motion to Approve, Comments, Roll Call

Documents:

[First District Letter.pdf](#)
[Agr 23-64 First District, PDM Plan.pdf](#)

- E. Action to approve Agreement #23-65: an Agreement between Brookings County and ARS, a Tecta American Company for the Historic Courthouse Roof Replacement.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-65 ARS, Courthouse Roof.pdf](#)

- F. Action to approve Agreement #23-66: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Richland Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-66 ROW Sioux Valley Energy.pdf](#)

- G. Action to approve Agreement #23-67: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Preston Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-67 ROW Sioux Valley Energy.pdf](#)

- H. Action to approve Agreement #23-68: 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 23-68 ROW Sioux Valley Energy.pdf](#)

- I. Action to approve the Letting Authorization for project #08MJ.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Letting Authorization.pdf](#)
[Bridge Project Map.pdf](#)

- J. Action to approve the Engagement Letter with the Department of Legislative Audit for the 2021-2022 audit.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Legislative Audit Engagement Letter.pdf](#)

- K. Action to approve an application for permission to enter road advisories and closures into SD511 and name Emergency Management Director Robert Hill as the Brookings County primary point of contact.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[SDDOT Letter, SD511 Permission.pdf](#)
[SDDOT SD511 Permission App.pdf](#)
[SD511 Info.pdf](#)

- L. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$100,836.45, for reimbursement for a Courthouse Security Grant, receipt #00655411, to GL line 301-4-161-4295.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Courthouse.pdf](#)

- M. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$1,000, using LACTF funds for the National Center for Public Lands NACo Initiative, receipt #00649725, to GL line 101-4-111-4292.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Commission.pdf](#)

- N. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$124,137.40, FEMA reimbursement for the East Highway Shed, receipt #00647014, to GL line 301-4-161-4293.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Highway.pdf](#)

- O. Action to approve a cash transfer from the General Fund (101) to the Building Fund (301) in the amount of \$341,645.87.

Action: Motion to Approve, Comments, Voice Vote

- P. Consensus to publish a notice of supplemental budget hearing.

Action: Consensus of the Board

- Q. Action to approve Volunteer Board Appointments:

Action: Motion to Approve, Comments, Voice Vote

- i. Planning & Zoning Commission

- a. Randy Jensen - District 2 Representative 4-year term

Documents:

[Planning Zoning - Jensen.pdf](#)

- b. Mark Jorenby - District 4 Representative 4-year term

Documents:

[Planning Zoning - Jorenby.pdf](#)

- c. Dale Storhaug - Planning & Zoning Commission Alternate 3-year term

Documents:

[Planning Zoning - Storhaug.pdf](#)

ii. Weed & Pest Board

a. Joel Ripley - 3-year term

Documents:

[Weed Pest - Ripley.pdf](#)

iii. Brookings Health System Board

a. Mary Anne Krogh - 3-year term

Documents:

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

iv. BCOAC Advisory Board

a. Andy Dupraz - 4-H/Extension Member 2-year term

Documents:

[BCOAC - Dupraz.pdf](#)

b. Arden Sigl - Pistol Range Volunteer Member 2-year term

Documents:

[BCOAC - Sigl.pdf](#)

v. Extension Board

a. Laura Stern - 1-year term

Documents:

[Extension - Stern.pdf](#)

b. Susan Vander Wal - 1-year term

Documents:

[Extension - Vander Wal.pdf](#)

c. Jennifer Pickard 1-year term

Documents:

[Extension - Pickard.pdf](#)

9. Commission Department Director's Report

Documents:

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

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[DANR to Crosswind Jerseys.pdf](#)
[DANR to Red Willow.pdf](#)

12. 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

13. Adjournment

Action: Motion to Approve, Voice Vote

14. Public Notices

- November 8, Wednesday: Chamber's Legislative Lookahead, 8:00 AM, location TBD (RSVP Required)
- November 8, Wednesday: Sioux Valley Commissioner's Meeting (10-County), 12:00 PM, Clear Lake, SD (St. Paul's Lutheran Church)
- November 10, Friday: Offices closed in honor of the Veterans Day holiday
- November 14, Tuesday: 4-H Recognition Event, BCOAC
- November 19, Tuesday: Retirement Party for Dave "Buck" Buchholtz after 50 years on the Aurora Fire Department, 1:00 PM, Lemke's Bar
- 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.