



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, November 7, 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:

[10-24-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 11072023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[11.7.23 CLAIMS.pdf](#)

B. Department Head reports

7. Scheduled Agenda Items - 9:00 AM

A. Second Reading & Public Hearing on 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: Second Reading of Title Only, Motion to Approve, Open/Close Public Hearing, Comments, Roll Call

Documents:

[Ord 23-03 Rezoning.pdf](#)

B. Construction Projects Update from Brookings Municipal Utilities - Chad Bachman, Supervisor, Water & Wastewater Plant & Engineering at BMU

8. Regular Business

A. Action to approve Agreement #23-69: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Oslo Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-69 ROW Sioux Valley Energy.pdf](#)

B. Action to approve the Weed & Pest Grant Application for FY2025.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Weed Pest Grant Apps.pdf](#)

C. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$10,715.82 for unbudgeted Volga TIF dollars to GL line 251-4-721-4550.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Volga TIF.pdf](#)

D. Discussion and possible action regarding LATCF Funds: \$99,000 remaining that needs to be designated.

i. \$49,000 from 2022; \$50,000 from 2023

E. Action to approve a donation to the Christmas, Kids & Cops Program.

Action: Determine Amount of Donation, Motion to Approve, Comments, Roll Call

Documents:

[Christmas, Kids, Cops.pdf](#)

F. Action to approve Retail On-Sale Liquor and/or Retail On-Off Sale Wine Cider License Applications for FY2024.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Liquor License Renewal Apps.pdf](#)

i. Brookings Country Club, Inc.

ii. Cuzbins, LLC (The Boathouse)

iii. Danceland Campground

iv. Good Roots Farm & Gardens

v. Schade Vineyard, Inc.

vi. Skyview Junction, LLC

vii. SVK Properties (Midway Place)

viii. Wagon Wheel Resort, LLC

G. Action to approve Volunteer Board Appointments:

Action: Motion to Approve, Comments, Voice Vote

i. Extension Board

a. Valorie Dupraz: 1 year term

Documents:

[Extension - Dupraz.pdf](#)

b. Kenneth Larson: 1 year term

Documents:

[Extension - Larson.pdf](#)

H. Action to approve a Request to Fill Vacancy for a Full-Time Female Correctional

Officer.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - FCO.pdf](#)

- I. Action to approve a Request to Fill Vacancy for 4 Full-Time (2 male, 2 female) Corporal Correctional Officers.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - COs.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[DANR to Christensen Farms.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

- November 5, Sunday: Sinai Fire & Rescue Annual Soup & Sandwich Feed, 12:00-3:00 PM, Sinai Fire Hall
- 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, 5:00 PM Supper, 6:30 PM Awards
- November 14, Tuesday: Coffee with Legislators, Chamber/BEDC Event, 8:00 AM, Dakota Bioproducts Institute
- November 19, Sunday: 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
- December 13, Wednesday: Chamber's Legislative Lookahead, 8:00 AM, location TBD (RSVP required)
- December 25, Monday: Offices closed in honor of the Christmas Day holiday
- January 1, Monday: Offices closed in honor of the New Year's Day holiday

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.