



**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 21, 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:

[11-07-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 11212023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

## 6. Routine Business

### A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[11.21.23 CLAIMS.pdf](#)  
[11.6.23 nov dept of rev.pdf](#)

### B. Department Head reports

#### i. Highway Department

Documents:

[Highway Report.pdf](#)

### C. Finance Officer's Report

Documents:

[Finance 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

### D. Action to approve fourth quarter transfers as per budget appropriations:

Action: Motion to Approve, Comments, Roll Call

Documents:

[Fourth Quarter Transfers.pdf](#)

- i. From General Fund 101-4-911-4294 to Highway & Bridge Fund 201-3-371-0000 in the amount of \$464,384.50.
- ii. From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$40,833.50.

## 7. Scheduled Agenda Items - 9:00 AM

### A. Public Hearing and action to approve a Package (off-sale) Liquor License for the Brookings Country Club, effective January 1, 2023, to December 31, 2023.

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

Documents:

[Package Liquor License App -Brookings Country Club.pdf](#)

## 8. Regular Business

- A. Action to approve Resolution #23-47: a plat of Lot 1A Grorud Santema Addition, in the Southeast Quarter SE ¼ of Section 1, Township 111 North, Range 49 West of the 5th Principal Meridian, Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23 2023plat018.pdf](#)

- B. Action to approve Resolution #23-48: a plat of Lots 1, 2, 3, & 4 of Cooper Ridge Addition in the NE ¼ of Section 9, T110N, R50W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23 2023plat019.pdf](#)

- C. Action to approve Resolution #23-49: a plat of Lots 1, 2, & 3 of Berkland Addition in the S ½ of the S ½ of Section 35, T109N, R51W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23 2023plat020.pdf](#)

- D. Action to approve Agreement #23-70: a Memorandum of Understanding between South Dakota State University Extension and Brookings County for 2024.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-70 MOU SDSU Extension.pdf](#)

- E. Action to approve Agreement #23-71: a lease renewal agreement between Den-Wil Management and Brookings County for the Community Health Services office.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-71 Lease Renewal Den-Wil.pdf](#)

- F. Action to approve the proposal from Johnson Controls, as bid through Sourcewell, for

a new generator at the Brookings City & County Government Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Johnson Controls Proposal - Gov Center Generator.pdf](#)

G. Action to approve the low bid of \$239,900 to Caliber, LLC for the Maintenance Equipment Storage Building at the Highway Department.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Bid Tab - Highway Storage Building.pdf](#)

H. Action to approve a Right-of-Way Certificate for project #BRO-B 8006(5), PCN 084G.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[ROW Cert Project BRO-B8006.5.pdf](#)

I. Action to approve a Request to Fill Vacancy for a Road Foreman in the Highway Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Road Foreman.pdf](#)

J. Action to approve the following appointments:

Action: Motion to Approve, Comments, Voice Vote

i. Lindsay Wollmann - BCOAC Advisory Board, Community-at-Large Member, 2-year term

Documents:

[BCOAC Advisory Board - Wollmann.pdf](#)

ii. Elizabeth Yoshida - Extension Board, 1-year term

Documents:

[Extension Board - Yoshida.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)

[Surplus Cash Analysis.pdf](#)  
[2024 SD Legislature Draft 241.pdf](#)  
[Innovation Celebration Invitation.pdf](#)

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

**11. Commissioner Reports and Discussion Items**

A. Correspondence received

Documents:

[Gatzke Thank You.pdf](#)  
[NRCS Woody Species Encroachment Postcard.pdf](#)

**12. Executive Session - in accordance with SDCL §1-25-2(1)(4): personnel and contract negotiations.**

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 23-24, Thursday-Friday: Offices closed in honor of Thanksgiving
- November 28, Tuesday: Chamber's Ag Appreciation Banquet, 5:30 PM, Dakota Bank Center
- December 4, Monday: Innovation Celebration, 5:00 PM, Research Park
- December 6, Wednesday: Mayor's 2023 Holiday Celebration & Mayor's Awards, 5:00 PM, Dakota 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.