



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, December 5, 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. Recognition of Employees' Anniversaries

- A. Peggy Steen: 15 years in November
- B. Chris Mulhair: 10 years in November
- C. David Bublitz: 5 years in December
- D. Brian Gustad: 5 years in December

6. Recognition of Deputy County Development Director Richard Haugen as a Certified Emergency Manager.

Documents:

[SDEM Letter - Emergency Manager.pdf](#)

7. Consent Agenda Items

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

- A. Minutes

Documents:

[11-21-2023 Commission minutes.pdf](#)

- B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 12052023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

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

8. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[12.5.23 CLAIMS.pdf](#)

[12.1.23 special claim 1.pdf](#)

[12.1.23 special claim 2.pdf](#)

B. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)

9. Scheduled Agenda Items - 9:00 AM

A. Public Hearing & Action to approve Resolution #23-50: a Supplemental Budget Resolution.

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

Documents:

[Res 23-50 Supplemental Budget.pdf](#)

i. Action to approve a cash transfer from 101 General Fund to 301 County Building Fund in the amount of \$301,003.82.

Action: Motion to Approve, Comments, Roll Call

B. Discussion and Possible Action on a Commission Projects Funding Request: City of Aurora/Aurora Fire Department: Collin Kneip, Maintenance/Utilities Supervisor

Action: Motion to Approve, Comments, Roll Call

- C. Discussion on bridge inspections: Colin Zwaschka, Project Manager with Banner Associates

10. Regular Business

- A. Action to approve Agreement #23-72: a State of South Dakota Lease Agreement for Game, Fish & Parks office space at the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-72 GFP at BCOAC.pdf](#)
[Current GFP Agreement.pdf](#)

- B. Action to approve the appointment of David Erickson as Brookings County Coroner as per SDCL 3-4-3 for a one-year appointment to begin January 1, 2024.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[SDCL 3-4-3.pdf](#)

11. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)

12. States Attorney's Office Report

13. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[Boys Girls Club Thank You.pdf](#)
[DANR - Surface Water Discharge Permit Public Notice.pdf](#)

14. Executive Session - in accordance with SDCL §1-25-2(1): Personnel

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

- December 4, Monday: Innovation Celebration, 5:00 PM, Research Park
- 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.