



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

1. 8:30 AM Call to Order on Tuesday, December 6, 2022

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. Employee Recognition

A. Jeff Anderson - 30 years in August

6. Consent Agenda Items

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

A. Approval of minutes

Documents:

[11-10-2022 Commission minutes.pdf](#)
[11-15-2022 Commission minutes.pdf](#)
[11-15-2022 Commission-City Joint meeting minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 12062022.pdf](#)

- 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:

[12.1.22 special claim 1.pdf](#)
[12.1.22 special claim 2.pdf](#)
[12.6.22 CLAIM.pdf](#)

- B. Department Head reports

- i. County Development Department

Documents:

[County Dev Report.pdf](#)

- ii. Highway Department

Documents:

[Approval 5-Year Plan.pdf](#)
[2019 BIG Project.pdf](#)

- iii. 4-H

Documents:

[4-H Report.pdf](#)

8. Scheduled Agenda Items

- A. 9:00 AM - Colin Zwaschka with Banner Associates. Update on bridge inspections and the status of bridges.

Documents:

[Banner Bridge Posting Summary.pdf](#)
[Banner Change in Load Posting.pdf](#)
[Select Bridges.pdf](#)

9. Regular Business

- A. Action to approve Resolution #22-58: a resolution to rescind the burn ban enacted on October 18, 2022

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-58 Rescind Burn Ban.pdf](#)

- B. Action to approve Agreement #22-100: an agreement for detention services between Minnehaha County, Lutheran Social Services South Dakota, and Brookings County

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 22-100 Detention Services.pdf](#)

- C. Action to approve Agreement #22-101: a State of South Dakota Department of Public Safety Office of Emergency Management Sub-Recipient Agreement.

Action: Motion to Approve, Comments, Roll Call

Documents:

[May Storms Sub Recipient Agreement Letter.pdf](#)
[Agr 22-101 Emergency Management Sub Recipient.pdf](#)

- D. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for tax revenue for Volga TIF District, receipt #00614068, in the amount of \$9,795.58 to GL line 251-4-721-4550.

Action: Motion to Approve, Comments, Roll Call

Documents:

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

- E. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement from insurance for hail damage, receipt #00665658 in the amount of \$4,286.47 to GL line 101-4-162-4250.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Automatic Supplement - Equalization.pdf](#)

- F. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement from insurance for storm damage, receipt #00607732 in the amount of \$4,741.18 to GL line 101-4-211-4251.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Automatic Supplent - Sheriff, Storm.pdf](#)

- G. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement from insurance for

vehicle damage, receipt #00609540 in the amount of \$8,714.25 to GL line 101-4-211-4251.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Automatic Supplement - Sheriff, Deer.pdf](#)

- H. Action to un-assign fund balance designation: \$90,000 from 101-2-276-9103 for Sheriff's radio updates and \$3,440,000 from 101-2-276-9400 for the detention center project.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Base Trial Balance Report.pdf](#)

- I. Action to reappoint Courtney Steffen as the Brookings County Veterans Service Officer for four years, through the first Monday of January, 2027 in accordance with SDCL 33A-1-22.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Dept of Veterans Affairs Letter.pdf](#)

- J. Action to appoint Paul Wiese to a two-year term as the BCOAC archery range volunteer on the BCOAC Advisory Board.

Documents:

[BCOACAB - Wiese.pdf](#)

- K. Discussion and possible action on how to spend bond forfeiture money.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Account Management Report.pdf](#)

- L. Discussion and possible action on a letter of support for proposed Minnehaha County Juvenile Justice Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Juvenile Justice Center Letter.pdf](#)

- M. Action to approve applying for a courthouse security grant.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[UJS Security Grant Guidelines.pdf](#)

10. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[2023 Legislative Briefing.pdf](#)
[Appraiser Letter.pdf](#)

11. States Attorney's Office Report

12. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[Habitat for Humanity Thank You.pdf](#)
[Boys, Girls Club Thank You.pdf](#)

13. Executive Session - in accordance with SDCL §1-25-2(1)(3)(4): personnel, consulting with legal counsel, and contract negotiations.

Action: Motion to Enter into Executive Session, Voice Vote

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

14. Adjournment

Action: Motion to Approve, Voice Vote

15. Public Notices

- December 1, Thursday: Holiday Celebration & Mayor's Awards, 5:00-8:00 PM, Swifitel Center
- December 6, Tuesday: 6th Annual Innovation Celebration, 4:30-6:30 PM at the Brookings Innovation Center
- December 15, Thursday: Chamber Pre-Legislative Breakfast, 8:00 AM - 9:30 AM, Swifitel Center
- December 20, Tuesday: Farewell Party for Commissioners Boersma and Pierce, 3:30 - 5:30 PM, Government Center Community Room
- December 26, Monday: County Offices closed for Christmas holiday
- January 2, Monday: County Offices closed for New Years holiday
- January 3, Tuesday: 7:45 AM, Commissioner and Department Head photos; 8:15 AM, Oaths of Office; 8:30 AM, first meeting of 2023
- January 18, Wednesday: Brookings Day at the Capitol, Pierre

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.