



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

**1. 8:30 AM Call to Order on Tuesday, February 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. Approval of minutes

Documents:

[01-17-2023 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 02072023.pdf](#)

D. Approval of cellular authorizations

E. Approval of the Human Services report

Documents:

## 6. Routine Business

### A. Approval of claims

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[2.7.23 claims.pdf](#)

[1.25.23 SPECIAL CLAIM PACKET.pdf](#)

### B. Department Head reports

#### i. Community Health - Jen Burns, RN

Documents:

[Community Health.pdf](#)

#### ii. County Development Department

Documents:

[County Dev Report.pdf](#)

#### iii. Highway Department

Documents:

[SD DOT Transportation Planning Study Letter.pdf](#)

#### iv. Finance Office

##### a. CPI for 2024

Documents:

[Finance CPI.pdf](#)

#### v. Sheriff's Office

- a. Be it noted: Cyanne O'Neill, unpaid Sheriff's Office intern, listed for work comp purposes

## 7. Scheduled Agenda Items

### A. 9:00 AM - Public Hearing and Action to Approve Resolution #23-06: a Supplemental Budget Resolution.

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

Documents:

[Resolution 23-06 Supplemental Budget.pdf](#)

- i. Action to unassign funds in General Fund, fund balance to Unassigned Fund Balance line 101-2-277-0000 as follows:

Action: Motion to Approve, Comments, Voice Vote

a. \$614,101 from 101-2-276-9100

b. \$2,300,326.43 from 101-2-276-9101

c. \$300,000 from 101-2-276-9104

- ii. Action to approve a cash transfer from the General Fund to the Highway Road & Bridge Fund in the amount of \$3,214,427.43.

Action: Motion to Approve, Comments, Roll Call

B. 9:15 AM - Drug Court Presentation

- i. Judge Howard and Drug Court Administrator, Joan Nettinga

## 8. Regular Business

- A. Action to approve Resolution #23-07: a Resolution Designating the Contact Person to Request Assistance from the South Dakota Wildland Fire Coordinator pursuant to SDCL 41-20A-11 and Amending Resolution #22-08.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-07 Wildland Fire Coordinator.pdf](#)

- B. Action to approve Resolution #23-08: a resolution approving a solid waste facility for city building demolition in the City of Aurora, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-08 City of Aurora Waste Facility.pdf](#)  
[Aurora - Map.pdf](#)

- C. Action to approve Agreement #23-01: a Brookings County Detention Center Inmate Housing Contract with Deuel County.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-01 Inmate Housing Deuel.pdf](#)

- D. Action to approve Agreement #23-02: a Brookings County Detention Center Inmate Housing Contract with Kingsbury County.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-02 Inmate Housing Kingsbury.pdf](#)

- E. Action to approve Agreement #23-03: a Brookings County Detention Center Inmate Housing Contract with the Flandreau Santee Sioux Tribe.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-03 Inmate Housing Flandreau Santee.pdf](#)

- F. Action to approve Agreement #23-04: a Memorandum of Understanding between the City of Volga, SD and Brookings County, SD regarding Samara Avenue.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-04 MOU Volga.pdf](#)

[Agr 21-92 MOU Volga.pdf](#)

[Agr 21-91 Banner.pdf](#)

- G. Action to approve Agreement #23-05: Amendment #1 to Agreement #19-39: a State of South Dakota Department of Transportation Bridge Improvement Grant Agreement for Preservation – Local Administration.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-05 BIG Preservation.pdf](#)

[Agr 19-39 BIG.pdf](#)

- H. Action to approve Agreement #23-06: an application for occupancy of right of way of County highways made by Sioux Valley Energy in Laketon Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-06 ROW.pdf](#)

- I. Action to approve Agreement #23-07: 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 23-07 ROW.pdf](#)

- J. Action to approve Agreement #23-08: 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 23-08 ROW.pdf](#)

- K. Action to approve advertising for professional services for two-year bridge inspection services through a Request for Qualifications.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Request for Qualifications - Bridge Inspection Services.pdf](#)

- L. Action to approve advertising for a Security Electronics Consultant for the Courthouse through a request for proposals.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFP - Security Electronics Consultant.pdf](#)

- M. Action to approve Abatement #23-02: an abatement application made by Access Holdings, LLC for parcel #21276-10949-062-00 in the amount of \$1,159.55.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 23-02.pdf](#)

- N. Action to approve Abatement #23-03: an abatement application made due to qualifying for the disabled veteran property tax exemption.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 23-03.pdf](#)

- O. Action to approve late elderly and disabled tax freeze applications.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Tax Freeze Applications.pdf](#)

- i. #23-01: Volga
- ii. #23-02: Brookings
- iii. #23-03: Bruce

- P. Action to approve the 2023 Weed Department chemical bids on all items listed.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[2023 Chemical Bids.pdf](#)

Q. Action to approve a Request to Fill Vacancy for a full-time male Correctional Officer in the Sheriff's Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Correctional Officer.pdf](#)

R. Action to approve a Request to Fill Vacancy for a full-time Deputy in the Sheriff's Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Deputy Sheriff.pdf](#)

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

Documents:

[Commission Dept Director Report.pdf](#)  
[Commission Projects Totals.pdf](#)  
[Culvert Projects Estimates.pdf](#)  
[Chamber Member, Sponsor Guide.pdf](#)  
[City Construction Projects Open House.pdf](#)  
[Minnehaha County Juvenile Justice Center - Bond Vote.pdf](#)  
[Minnehaha County Juvenile Justice Center Commission Report.pdf](#)

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

### **11. Commissioner Reports and Discussion Items**

A. Correspondence received

Documents:

[DANR to Kodiak Pork.pdf](#)

### **12. 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

### **13. Adjournment**

Action: Motion to Approve, Voice Vote

### **14. Public Notices**

- February 13, Monday: Tour of new United Way facility, 11:00 AM - 12:00 PM
- February 14, Tuesday: Tour of new United Way facility, 4:00 PM - 5:00 PM

- February 20, Monday: County Offices closed for the President's Day holiday
- February 23, Thursday: Brookings Community Public Open House: 2023 Construction Projects for the City of Brookings, Chambers of the Government Center, 5:00 PM - 6:30 PM.
- March 2, Thursday: Annual Township Meeting, 10:00 AM, BCOAC

**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.