



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, September 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. Consent Agenda Items

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

A. Minutes

Documents:

[08-22-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 09052023.pdf](#)

D. Cellular Authorizations

E. Human Services report

Documents:

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[9.5.23 CLAIMS.pdf](#)

B. Department Head reports

i. County Development Department

Documents:

[County Dev Report.pdf](#)

7. Scheduled Agenda Items

A. 9:00 AM - Public Hearings

- i. Public Hearing and action to approve a special events license for J & A Diedrich, LLC, dba Jay Street Pub for an event at Bennett Barn on Saturday, September 16, 2023.

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

Documents:

[Special Alcoholic Beverage Permit App - JA Diedrich.pdf](#)

- ii. Public Hearing and action to approve Resolution #23-33: a resolution authorizing the submission of a Community Development Block Grant Application.

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

Documents:

[Res 23-33 Comm Dev Block Grant App.pdf](#)

- a. Action to approve a letter of support for the Brookings Behavioral Health & Wellness CDBG grant submission.

Action: Motion to Approve, Comments, Voice Vote

- iii. Public Hearing and action to approve Resolution #23-34: adoption of the 2024 Provisional Budget for Brookings County, South Dakota.

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

Documents:

[Res 23-34 2024 Provisional Budget.pdf](#)

- iv. Second Reading, Public Hearing, and action to approve Ordinance #23-02: an Ordinance Establishing the Requirements, Fees, and Regulations for the Issuance of Alcoholic Beverage Licenses within Brookings County.

Action: Second Reading of Title Only, Motion to Approve, Open/Close Public Hearing, Comments, Roll Call

Documents:

[Ord 23-02 Issuance of Alcoholic Beverage Licenses.pdf](#)

8. Regular Business

- A. Action to approve Abatement #23-16: an abatement application made by RS Properties, LLC for parcel #12320-10950-111-10 in the amount of \$350.27.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 23-16.pdf](#)

- B. Action to approve Resolution #23-35: a resolution authorizing the purchase of a 2024 John Deere 772G based upon the price established through the State of Minnesota bid process.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-35 Purchase of John Deere 772G.pdf](#)

- C. Action to approve Resolution #23-36: a resolution amending the Joint Cooperative Agreement for the management of the Brookings City & County Government Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-36 Gov Center.pdf](#)

- D. Action to approve Agreement #23-48: a State of South Dakota Department of Public Safety Office of Emergency Management 2024 Local Emergency Management Performance Grant.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-48 2024 Local Emergency Mgmt Performance Grant.pdf](#)

- E. Action to approve Agreement #23-49: an application for occupancy of right of way of

county highways made by Brookings-Deuel Rural Water System in Argo Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 23-49 ROW Brookings-Deuel Rural Water.pdf](#)

F. Action to approve a Right-of-Way Certificate for project #BRO-B 8006(56), PCN 08MJ.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[ROW Cert BRO-B 8006,56.pdf](#)

G. Action to approve the low bid to ARS, a Tecta America Company, LLC for the courthouse roof replacement project in the amount of \$387,725.

Action: Motion to Approve, Comments, Roll Call

Documents:

[designArc Bid Recommendation.pdf](#)

H. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement for a 4-wheeler in the Weed & Pest Department in the amount of \$6,800, receipt #00651160, to GL line 101-4-615-4340.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Auto Supp - Weed Pest.pdf](#)

I. Action to approve a Request to Fill Vacancy for a Deputy States Attorney.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Deputy States Attorney.pdf](#)

J. Action to declare items as surplus property to be sold via online auction.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Highway Surplus.pdf](#)

K. Discussion and possible action on Rural Access Infrastructure Funds for township culvert projects.

Action: Motion to Approve, Comments, Voice Vote

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Work Plan Topics.pdf](#)
[SDACC 2023 Proposed Resolutions.pdf](#)
[Mayors Celebration Invitation.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[DOH Notice of Disinterment.pdf](#)
[Surface Water Discharge Permit Public Notice.pdf](#)

12. Executive Session - in accordance with SDCL §1-25-2(1)(6): personnel and 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

- September 4, Monday: County offices closed in honor of the Labor Day holiday
- September 11-13, Monday-Wednesday: SDACC Fall Convention, Sioux Falls Ramkota
- September 12, Tuesday: United Way Volunteer Appreciation Ice Cream Social, 3:30 PM, with a presentation at 4:00 PM, McCrory Gardens, RSVP required
- September 28, Thursday: First District Annual Picnic
- October 9, Monday: Offices closed in honor of the Native American Day holiday
- October 10, Tuesday: Department Head Evaluations, 1:00 PM - 5:00 PM
- October 14, Saturday: SDSU's Hobo Day
- November 10, Friday: Offices closed in honor of the Veterans Day holiday
- 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

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.