



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

**1. 8:30 AM Call to Order on Tuesday, September 21, 2021**

**2. Pledge of Allegiance**

**3. Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

*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. Any requested action items must 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:

[2021-09-07 County Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 09212021.pdf](#)

D. Approval of cellular authorizations

E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

## 6. Routine Business

### A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[9.21.21 CLAIMS.pdf](#)

### B. Department Head reports

### C. Finance Officer's Report

Be it Noted Items:

- Auditor's Account with the Treasurer
- Payroll & Additive Totals
- Highway Expenditures Report
- Register of Deeds Statement of Fees Collected

Documents:

[Finance Officer Report.pdf](#)

## 7. Scheduled Agenda Items

### A. 8:55 AM - Action to authorize Chairperson Jensen to sign the engagement letter with the Department of Legislative Audit for the FY2020 audit.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Dept of Legislative Audit Letter.pdf](#)

#### i. David Weidler, Auditor-in-Charge, Legislative Audit

### B. 9:00 AM - Public Hearing on Highway & Bridge 5-Year Improvement Plan

#### i. Action to approve the Brookings County Highway Department's Highway & Bridge 2021 5-Year Improvement Plan.

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

Documents:

[Highway 5 Year Plan.pdf](#)

### C. 9:30 AM - Second Reading & Public Hearing on Ordinance 2021-06: an ordinance creating licensing provisions for medical cannabis dispensaries.

#### i. Action to approve Ordinance #21-06: an ordinance creating licensing provisions for medical cannabis dispensaries.

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

Documents:

[Ord 21-06 Medical Cannabis Dispensaries.pdf](#)

D. 9:45 AM - Second Reading & Public Hearing on Ordinance 2021-07: an ordinance prohibiting the smoking of cannabis in public places.

i. Action to approve Ordinance #21-07: an ordinance prohibiting the smoking of cannabis in public places.

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

Documents:

[Ord 21-07 Smoking of Cannabis.pdf](#)

E. 10:00 AM - Second Reading of Ordinance #21-08: an ordinance entitled, an ordinance to amend Article IV Chapter 4.02 "Commercial/Industrial Districts" Section 4.02.02 adopted by Ordinance 2018-03. An ordinance to add Article III, Section 3.03.02 "Prohibited Uses." An ordinance to add Article V, "General Requirements." An ordinance to add an Article II, "Definitions."

i. Action to approve Ordinance #21-08: an ordinance entitled, an ordinance to amend Article IV Chapter 4.02 "Commercial/Industrial Districts" Section 4.02.02 adopted by Ordinance 2018-03. An ordinance to add Article III, Section 3.03.02 "Prohibited Uses." An ordinance to add Article V, "General Requirements." An ordinance to add an Article II, "Definitions."

Action: Motion to Approve, Board Comments, Roll Call

Documents:

[Ord 21-08 Amend Article IV Chapter 4.02.pdf](#)

F. 10:30 AM - Public Hearing & Approval of FY2022 Annual Budget

i. Action to approve the amendments to the FY2022 Provisional Budget.

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

Documents:

[FY2022 Provisional Budget Changes.pdf](#)

ii. Action to approve Resolution #21-40: Adoption of the FY2022 Annual Budget for Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

## 8. Regular Business

- A. Action to approve Resolution #21-41: a plat of Blocks 1A & 1B, Intermill-Misar Addition in the Southwest  $\frac{1}{4}$  of Section 12, T110N, R51W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 21-41 2021plat003.pdf](#)

- B. Action to approve Resolution #21-42: a plat of Lot 2A of Block 1 in Country Club Estates in the SE  $\frac{1}{4}$  of the NE  $\frac{1}{4}$  of Section 28, T109N, R50W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 21-42 2021plat014.pdf](#)

- C. Action to approve Resolution #21-43: a plat of Lot 1 of Sanderson Addition the N  $\frac{1}{2}$  of the SW  $\frac{1}{4}$  of Section 14, T110N, R49W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 21-43 2021plat015.pdf](#)

- D. Action to approve Resolution #21-44: a resolution to continue support for the First District Association of Local Governments during fiscal year 2022 (Oct 1, 2021 - Sept 30, 2022).

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 21-44 First District Support.pdf](#)

- E. Action to approve Agreement #21-109: a State of South Dakota Department of Transportation Bridge Improvement Grant agreement for preliminary engineering – state administration, structure #06-190-014, project #BRO 8006(00)22-1, PCN 08T4.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 21-109 DOT BIG PCN 08T4.pdf](#)

- F. Action to approve Agreement #21-110: a State of South Dakota Department of Transportation Bridge Improvement Grant agreement for preliminary engineering – state administration, structure #06-210-198, project #BRO 8006(00)22-2, PCN 08T5.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 21-110 DOT BIG PCN 08T5.pdf](#)

- G. Action to approve Agreement #21-111: a State of South Dakota Department of Transportation Bridge Improvement Grant agreement for preliminary engineering – state administration, structure #06-248-040, project #BRO 8006(00)22-3, PCN 08T6.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 21-111 DOT BIG PCN 08T6.pdf](#)

- H. Action to approve Agreement #21-112: a State of South Dakota Department of Transportation Bridge Improvement Grant agreement for preliminary engineering – state administration, structure #06-280-139, project #BRO 8006(00)22-4, PCN 08T7.

Action: Motion to Approve, Comments, Roll call

Documents:

[Agr 21-112 DOT BIG PCN 08T7.pdf](#)

- I. Action to approve Agreement #21-113: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 21-113 ROW Sioux Valley Energy.pdf](#)

- J. Action to approve Agreement #21-114: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 21-114 ROW Sioux Valley Energy.pdf](#)

- K. Action to approve Agreement #21-115: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 21-115 ROW Sioux Valley Energy.pdf](#)

- L. Action to approve Agreement #21-116: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 21-116 ROW Sioux Valley Energy.pdf](#)

- M. Action to approve Agreement #21-117: an application for occupancy of right of way of county highways made by Sioux Valley Energy in Brookings Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 21-117 ROW Sioux Valley Energy.pdf](#)

- N. Action to approve Agreement #21-118: a State of South Dakota Joint Powers Financial and Maintenance Agreement between the Department of Transportation and Brookings County.

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

Documents:

[Agr 21-118 DOT Financial, Maintenance.pdf](#)

- O. Action to approve Agreement #21-119: application for payment #1, Brookings County Micro-surfacing 2021, for a deduction of \$32,889.15.

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

Documents:

[Agr 21-119 App for Payment Micro Surfacing.pdf](#)

- P. Action to approve Agreement #21-120: a Mutual Aid Agreement for the Intercounty sharing of resources during emergencies for disasters within South Dakota Office of Emergency Management's Region 6.

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

Documents:

[Agr 21-120 Mutual Aid - Emergency Mgmt.pdf](#)

- Q. Action to approve Agreement #21-121: Amendment 1 to Agreement #21-77: a State of South Dakota Department of Health Division of Family and Community Health Sub-Recipient Agreement.

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

Documents:

[Agr 21-121 Amend Agr 21-77.pdf](#)  
[Agr 21-77 DOH.pdf](#)

R. Action to approve SDDOT Construction Change Order No. 8F for project BRF 6319 (00)17-4 in the amount of \$9,306.25.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 8F SDDOT.pdf](#)

S. Discussion and possible action to approve the migration to Office 365 countywide.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Office 365 Request.pdf](#)

T. Action to approve payment to FireEye to be reimbursed through a cybersecurity grant.

Action: Motion to Approve, Comments, Roll call

Documents:

[Cybersecurity Grant Info.pdf](#)

U. Action to approve a request to fill vacancy for a full time Deputy Sheriff.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Deputy Sheriff.pdf](#)

V. Action to approve a request to fill vacancy for a part time Deputy Sheriff.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV - Deputy Sheriff \(PT\).pdf](#)

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

Documents:

[Commisson Dept Report.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Bridge Dedication.pdf](#)  
[Hwy 14 CR 23 Study.pdf](#)

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

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

A. Correspondence received

Documents:

[DANR to Hilltop Dairy.pdf](#)

[DANR to Golden Dakota Farms 09-07-2021.pdf](#)

**12. Executive Session - in accordance with SDCL §1-25-2**

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 23, Thursday: First District Open House & Picnic, 418 18th Ave, NE, Watertown
  - Ribbon Cutting & Open House from 11:00-1:00
  - Social Hour at 5:00, Picnic at 6:00
- September 30, Thursday: National Preparedness Month Event, 12:00-4:00 at the Brookings City & County Government Center
- October 5, Tuesday: Chamber Luncheon with Representative Dusty Johnson, 11:30 AM - 1:00 PM, Swiftel Center, Brookings
- October 6, Wednesday: County Road Tour, 8:00 AM - 12:00 PM
- October 8, Friday: State Bridge Naming Ceremony, 11:00 AM, DePuy Military Hall, SDSU
- October 11, Monday: County Offices closed in honor of the Native American Day holiday
- October 23, Saturday: Hobo Day Parade and events, Brookings
- November 9, Tuesday: Commission Planning Retreat, 8:00 AM - 4:00 PM, Government Center Community Room, Brookings
- November 10, Wednesday: Sioux Valley Commissioner's Meeting, Brookings County is hosting
- November 11, Thursday: County offices closed in honor of the Veterans Day holiday

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**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.