



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

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

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:

[10-18-2022 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 11012022.pdf](#)

D. Approval of cellular authorizations

Documents:

[Cellular Authorization - Thornton.pdf](#)

E. Approval of the Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[11.1.22 CLAIMS.pdf](#)

B. Department Head reports

i. Director of Equalization

Documents:

[Equalization Report.pdf](#)

ii. Highway Department

Documents:

[Highway Report.pdf](#)

iii. County Development Department

Documents:

[County Development Report.pdf](#)

7. Scheduled Agenda Items

- A. 9:00 AM - Trevor Keating, Arlington Fire & Ambulance - Discussion on the creation of a fire district.

8. Regular Business

- A. Action to approve Resolution #22-50: a Resolution Supporting Operation Green Light for Veterans.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-50 Operation Green Light.pdf](#)

- B. Action to approve Resolution #22-51: a Resolution for Appointment of an Applicant Agent.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-51 Applicant Agent.pdf](#)

- C. Action to approve a Designation of Applicant Agent.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Designation of Applicant Agent.pdf](#)

D. Action to approve a Letter of Funding Commitment.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Letter of Funding Commitment.pdf](#)

E. Action to approve committing Brookings County to the Multi-Jurisdictional Pre-Disaster Mitigation planning effort.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Pre-Disaster Mitigation Plan Letter.pdf](#)

F. Action to approve third quarter transfers as per budget appropriations:

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Third Quarter Transfers.pdf](#)

i. From General Fund 101-4-911-4294 to Highway Road & Bridge Fund 201-3-371-0000 in the amount of \$419,988.50.

ii. From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$38,112.50.

G. Action to approve epoxying the gun range floor at the BCOAC at a cost of \$5,062.50.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Total Epoxy Quote.pdf](#)

H. Action to approve a donation to the Christmas, Kids & Cops Program in the amount of \$500 from the Commission Public Relations budget line.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Christmas Kids Cops.pdf](#)

I. Action to approve a request to fill vacancy for a full-time Correctional Officer in the Sheriff's Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Correctional Officer.pdf](#)

- J. Action to approve the revised Employees Policies and Procedures personnel manual, to go into effect on January 1, 2023.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Personnel Manual.pdf](#)

- K. Action to approve the following retail (on-sale) liquor license renewals:

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Liquor Licenses.pdf](#)

- i. Beach Bums, Inc. (dba: Danceland Campground)

Documents:

[Beach Bums.pdf](#)

- ii. Good Roots Farm & Gardens, LLC

Documents:

[Good Roots.pdf](#)

- iii. SVK Properties (Midway Camp)

Documents:

[SVK Properties.pdf](#)

- iv. Skyview Junction

Documents:

[Skyview Junction.pdf](#)

- v. Wagon Wheel Resort

Documents:

[Wagon Wheel.pdf](#)

- L. Action to approve appointments to the following boards and commissions:

Action: Motion to Approve, Comments, Voice Vote

- i. 4-H Promotion & Expansion Committee: 2 positions, 2-year term (1 applicant at this time)

- a. Joel Foster

Documents:

[4-H - Foster.pdf](#)

- ii. Extension Board: 1 position, 1-year term

- a. Jennifer Pickard

Documents:

[Extension - Pickard.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Report.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[DANR to Norfeld Hutterian Brethren.pdf](#)

12. 1:00 PM - Executive Session - in accordance with SDCL §1-25-2(1)(3): personnel and consulting with legal counsel

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

- o October 29, Saturday: Hobo Day Parade and Festivities
- o November 10, Thursday: Election Canvas, 8:30 AM, Chambers of Government Center
- o November 11, Friday: County offices closed for Veterans Day holiday
- o November 16, Wednesday: 10-County Meeting in Kingsbury County
- o November 24, Thursday - November 25, Friday: County offices closed for the Thanksgiving holiday
- o November 29, Tuesday: Chamber's Ag Appreciation Banquet, Swiftel Center

- December 1, Thursday: 6th Annual Innovation Celebration, 4:40 PM - 6:30 PM at the Brookings Innovation 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.