



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 22, 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:

[02-01-2022 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 02222022.pdf](#)

D. Approval of cellular authorizations

Documents:

[Cellular Authorization - Huber.pdf](#)

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:

[2.22.22 CLAIMS.pdf](#)

[2.4.22 SPECIAL CLAIM.pdf](#)

[2.4.22 FEB DEPT OF REV.pdf](#)

B. Department Head reports

i. Register of Deeds - 2021 Year End Report

Documents:

[Register of Deeds 2021 Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Report.pdf](#)

iii. Highway Department

Documents:

[Highway Report.pdf](#)

iv. Weed & Pest Department

Documents:

[Weed Dept Report.pdf](#)

C. Finance Officer's Report

Documents:

[Finance Officer Report.pdf](#)

i. Be it Noted Items:

1. Auditor's Account with the Treasurer
2. Payroll & Additive Totals
3. Highway Expenditures Report
4. Register of Deeds Statement of Fees Collected

ii. Motor grader sealed bid results

Documents:

[Motor Grader Info.pdf](#)

iii. Property Tax Relief - Assessment Freeze for Elderly & Disabled

Documents:

[Property Tax Relief.pdf](#)

iv. CPI for 2023

Documents:

[CIP for 2023.pdf](#)

v. Investment Policy

Documents:

[Investment Policy.pdf](#)

7. Scheduled Agenda Items

- A. 9:00 AM - Second reading, public hearing, and action to approve Ordinance 22-01: an ordinance authorizing rezoning of "Outlot C & D of NW ¼ SE ¼ in Section 11, T109N, R50W (Medary Township)."

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

Documents:

[Ord 22-01 Rezoning.pdf](#)

- B. 9:05 AM - Discussion and possible action on roofing project at the jail.

Action: Motion to Approve, Comments, Roll Call

- C. 9:15 AM - Public hearing & action to approve Resolution #22-06: a supplemental budget resolution

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

Documents:

[Res 22-06 Supplemental Budget.pdf](#)

8. Regular Business

- A. Action to approve Resolution #22-07: a plat of Lot 2 of Bolstad 2nd Subdivision in the SW ¼ of Section 25, T109N, R52W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-07 2022plat003.pdf](#)

- B. Action to approve Resolution #22-08: 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 #21-03.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-08 Wildland Fire Coordinator.pdf](#)

- C. Action to approve Resolution #22-09: a resolution authorizing the purchase of corrugated metal pipe, bridge materials, and grader blades based upon the price established through the County of Beadle, South Dakota, bid process.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-09 Purchase of Highway Items.pdf](#)

- D. Action to approve Resolution #22-10: a Bridge Reinspection Program Resolution for use with SDDOT Retainer Contracts.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-10 Bridge Reinspection Program.pdf](#)

- E. Action to approve Agreement #22-10: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Eureka Township.

Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-10 ROW Sioux Valley Energy.pdf](#)

- F. Action to approve Agreement #22-11: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Eureka Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-11 ROW Sioux Valley Energy.pdf](#)

- G. Action to approve Agreement #22-12: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Argo Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-12 ROW Sioux Valley Energy.pdf](#)

- H. Action to approve Agreement #22-13: an application for occupancy of right-of-way of county highways made by Otter Tail Power Company in Afton and Sherman Townships.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-13 ROW Otter Tail Power.pdf](#)

- I. Action to approve Agreement #22-14: an application for occupancy of right-of-way of county highways made by Brookings Municipal Utilities in Trenton and Aurora Townships.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-14 ROW BMU.pdf](#)

- J. Action to approve Abatement #22-02: an abatement application made by Madison Air Craft, LLC for parcel #40991-40005-000-20 in the amount of \$1,048.97.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Tax Abatement Cover Letter.pdf](#)
[Abatement 22-02 Madison Air Craft.pdf](#)

- K. Action to approve Abatement #22-03: an abatement application for parcel #40256-00300-006-00 in the amount of \$2,191.15.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-03.pdf](#)

- L. Action to approve Abatement #22-04: an abatement application made by Ryan Evans for parcel #40999-00009-065-00 in the amount of \$90.48.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-04 Evans.pdf](#)

- M. Action to approve Abatement #22-05: an abatement application for parcel #40365-00600-002-05 in the amount of \$2,087.48.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-05.pdf](#)

- N. Action to approve Abatement #22-08: an abatement application made by Kathryn Clark for parcel #40504-00300-010-00 in the amount of \$592.64.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-08 Clark.pdf](#)

- O. Action to approve Abatement #22-10: an abatement application for parcel #40458-00700-010-00 in the amount of \$2,191.15.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-10.pdf](#)

- P. Action to approve Abatement #22-11: an abatement application made by the William T. Calmus Revocable Living Trust for parcel #36960-11051-143-55 in the amount of \$150.62.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-11 Calmus Trust.pdf](#)

- Q. Action to approve Abatement #22-12: an abatement application made by Shawn E. Storhaug, Et Ux for parcel #40490-00700-003-00 in the amount of \$358.32.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-12 Storhaug.pdf](#)

- R. Action to approve Abatement #22-13: an abatement application made by George S. Faehnrich, Jr. for parcel #40517-00400-003-00 in the amount of \$799.17.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-13 Faehnrich.pdf](#)

- S. Action to approve Abatement #22-14: an abatement application made by Prairie Meadow Inc. for parcel #40970-11050-354-05 in the amount of \$38.86.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-14 Prairie Meadow Inc.pdf](#)

- T. Action to approve Abatement #22-15: an abatement application made by Prairie Meadow Inc. for parcel #40970-11050-354-00 in the amount of \$167.87.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-15 Prairie Meadow Inc.pdf](#)

- U. Action to approve Abatement #22-16: an abatement application made by Prairie Meadow Inc. for parcel #40338-00100-000-00 \$126.69.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-16 Prairie Meadow Inc.pdf](#)

- V. Action to approve Abatement #22-25: an abatement application made by John H. Mills for parcel #40487-00000-000-00 in the amount of \$308.87.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-25 Mills.pdf](#)

- W. Action to approve Abatement #22-31: an abatement application made by Lake Platinum, LLC for parcel #21000-10949-061-00 in the amount of \$18.51.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-31 Lake Platinum.pdf](#)

- X. Action to approve Abatement #22-33: an abatement application made by L.G. Everist, Inc. for parcel #04000-11049-314-00 in the amount of \$11.12.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatement 22-33 LG Everist.pdf](#)

- Y. Action to approve the low bid for the 2022 Brookings County Surfacing Project to Bowes Construction, Inc. of Brookings, SD.

Action: Motion to Approve, Comments, Roll Call

Documents:

[2022 Surfacing Project Bid Opening Recommendation.pdf](#)

- Z. Approval of highway bids:

Action: Motion to Approve, Comments, Roll Call

Documents:

[Bid Tab Sheets and Recommendations.pdf](#)

- i. Action to award the bid for 3/4" crushed gravel on all items listed from Bowes Construction, Nitteberg Construction Co., Sterzinger Construction, and Sterzinger Crushing, Inc.
- ii. Action to award the bid for #250 crushed quartzite rip rap, #150 erosion stone crushed quartzite, 1" x #4 crushed quartzite, and crushed quartzite ballast #4 on all items listed from L.G. Everist.
- iii. Action to award the bid for HR class asphalt on all items listed from Bowes Construction and Duininck, Inc.
- iv. Action to award the bid for asphalt patching on all items listed from Bowes Construction.
- v. Action to award the bid for road oil on all items listed from Flint Hills Resources and Jebro, Inc.
- vi. Action to award the bid for equipment rentals on all items listed from Prussman Contracting, Rounds Construction, and Titan Rentals.
- vii. Action to award the bid for crane work, crane men, and driving piling on all items listed from Hollaway Bridge & Culvert, Inc.
- viii. Action to award the bid for PVC lining on all items listed from Subsurface, Inc.

AA. Approval of highway bid agreements:

Action: Motion to Approve, Comments, Roll Call

- i. Action to approve Agreement #22-15: an agreement with Bowes Construction of Brookings, SD for 3/4" crushed gravel.

Documents:

[Agr 22-15 Bowes Crushed Gravel.pdf](#)

- ii. Action to approve Agreement #22-16: an agreement with Nitteberg Construction Co. of Estelline, SD for 3/4" crushed gravel.

Documents:

[Agr 22-16 Nitteberg Crushed Gravel.pdf](#)

- iii. Action to approve Agreement #22-17: an agreement with Sterzinger Construction of Elkton, SD for 3/4" crushed gravel.

Documents:

[Agr 22-17 Sterzinger Construction Crushed Gravel.pdf](#)

- iv. Action to approve Agreement #22-18: an agreement with Sterzinger Crushing of Taunton, MN for 3/4" crushed gravel.

Documents:

[Agr 22-18 Sterzinger Crushing Crushed Gravel.pdf](#)

- v. Action to approve Agreement #22-19: an agreement with L.G. Everist of Sioux Falls, SD for #250 crushed quartzite rip rap, #150 erosion stone crushed quartzite, 1" x #4 crushed quartzite Class A and crushed ballast #4.

Documents:

[Agr 22-19 LG Everist Crushed Quartzite Rip Rap.pdf](#)

- vi. Action to approve Agreement #22-20: an agreement with Bowes Construction of Brookings, SD for HR class asphalt.

Documents:

[Agr 22-20 Bowes Asphalt Patching.pdf](#)

- vii. Action to approve Agreement #22-21: an agreement with Duininck, Inc. of Prinsburg, MN for HR class asphalt.

Documents:

[Agr 22-21 Duininck HR Class Asphalt.pdf](#)

- viii. Action to approve Agreement #22-22: an agreement with Bowes Construction of Brookings, SD for asphalt patching.

Documents:

[Agr 22-22 Bowes Asphalt Patching.pdf](#)

- ix. Action to approve Agreement #22-23: an agreement with Flint Hills of Marshall, MN for road oil.

Documents:

[Agr 22-23 Flint Hills Road Oil.pdf](#)

- x. Action to approve Agreement #22-24: an agreement with Jebro, Inc., of Sioux City, IA for road oil.

Documents:

[Agr 22-24 Jebro Road Oil.pdf](#)

- xi. Action to approve Agreement #22-25: an agreement with Holloway Construction of Parker, SD for crane work, crane men, and driving piling.

Documents:

[Agr 22-25 Holloway Crane Work.pdf](#)

- xii. Action to approve Agreement #22-26: an agreement with Subsurface Inc. of Moorhead, MN for PVC lining.

Documents:

[Agr 22-26 Subsurface PVC Lining.pdf](#)

BB. Action to approve Change Order #011 for the Brookings County Detention Center Project in the amount of \$27,315.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 011 - Detention Center Project.pdf](#)

CC. Action to approve the purchase of a De-Electric Barrier Discharge Ionization System for the Government Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[De-Electric Barrier Info.pdf](#)

DD. Action to declare a C3XP Cleaning Companion as surplus property to be sold via online auction.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Item - Cleaning Machine.pdf](#)

EE. Action to approve a lighting project for the weed shop.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Weed Shop Lighting Estimate.pdf](#)

FF. Action to approve a Request to Fill Vacancy for a seasonal ATV Driver in the Weed & Pest Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - ATV Driver.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Surplus Cash Analysis.pdf](#)
[Chiller Expenses.pdf](#)
[Device Stipend.pdf](#)
[Detention Center Expansion Update.pdf](#)
[FTE Report for 2021.pdf](#)
[Fund Balance at Year End.pdf](#)

10. States Attorney's Office Report

Documents:

[States Attorney Report.pdf](#)

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[DANR to Kodiak Pork, Cert of Compliance.pdf](#)

[DANR to Kodiak Pork, As-Built Plans.pdf](#)

12. Executive Session - in accordance with SDCL §1-25-2(1)(4): personnel and contract negotiations.

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 21, Monday: Offices closed in honor of the Presidents Day holiday
- February 26, Saturday: Legislative Forum, 9:30 AM, Government Center Chambers

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.