



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

**1. 8:30 AM Call to Order on Tuesday, March 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:

[03-08-2022 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 03222022.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:

[3.22.22 CLAIMS.pdf](#)  
[March 2022 Dept of Rev.pdf](#)

### B. Department Head reports

#### i. Highway Department

Documents:

[Highway Dept Report.pdf](#)

#### ii. County Development Department

Documents:

[County Dev Report.pdf](#)

### 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](#)

#### i. Action to approve the first quarter transfers as per budget appropriations:

Action: Motion to Approve, Comments, Voice Vote

Documents:

[First Quarter Transfers.pdf](#)

- a. From General Fund 101-4-911-4294 to Highway and Bridge Fund 201-3-371-0000 in the amount of \$419,988.50.
- b. From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$38,112.50.

## 7. Scheduled Agenda Items

- A. 9:00 AM - Public Hearing and action to approve a Retail On/Off sale Malt Beverage &

SD Farm Wine license for Smokin's Pub N Grub.

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

Documents:

[Alcoholic Beverage License Application Letter.pdf](#)  
[Malt Beverage, Farm Wine App - Smokins.pdf](#)

B. 9:05 AM - Public Hearing and action to approve a Retail On Sale Liquor License for Smokin's Pub N Grub.

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

Documents:

[Retail On-Sale Liquor App - Smokins.pdf](#)

## 8. Regular Business

A. Presentation of the 2021 Annual Report

Documents:

[2021 Annual Report.pdf](#)

B. Action to approve Resolution #22-11: a resolution designating March 29, 2022 as "Welcome Home Veterans Day."

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 22-11 Welcome Home Vets.pdf](#)

C. Action to approve Abatement #22-17: an abatement application made by Brookings Futbol Club for parcel #40473-01800-001-00 in the amount of \$12,474.18.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Abatements Cover Letter.pdf](#)  
[Abatement 22-17.pdf](#)

D. Action to approve Abatement #22-18: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01500-001-00 in the amount of \$67.56.

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

Documents:

[Abatement 22-18.pdf](#)

E. Action to approve Abatement #22-19: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01500-002-00 in the amount of \$42.38.

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

Documents:

[Abatement 22-19.pdf](#)

- F. Action to approve Abatement #22-20: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01500-003-00 in the amount of \$42.38.

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

Documents:

[Abatement 22-20.pdf](#)

- G. Action to approve Abatement #22-21: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01500-004-00 in the amount of \$42.38.

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

Documents:

[Abatement 22-21.pdf](#)

- H. Action to approve Abatement #22-22: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01500-005-00 in the amount of \$42.38.

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

Documents:

[Abatement 22-22.pdf](#)

- I. Action to approve Abatement #22-23: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01200-006-00 in the amount of \$48.26.

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

Documents:

[Abatement 22-23.pdf](#)

- J. Action to approve Abatement #22-24: an abatement application made by Brookings Habitat for Humanity for parcel #40621-01200-007-00 in the amount of \$48.26.

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

Documents:

[Abatement 22-24.pdf](#)

- K. Action to approve Agreement #22-30: a State of South Dakota Department of Transportation Joint Powers Agreement for Pocket Gopher Baiting Services.

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

Documents:

[Agr 22-30 Gopher Baiting Services.pdf](#)

- L. Action to approve Agreement #22-31: 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 22-31 ROW Sioux Valley Energy.pdf](#)

- M. Action to approve Agreement #22-32: 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 22-32 ROW Sioux Valley Energy.pdf](#)

- N. Action to approve Agreement #22-33: an application for occupancy of right of way of county highways made by East River Electric Power Cooperative, Inc. in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-33 ROW East River Electric.pdf](#)

- O. Action to approve Agreement #22-34: an application for occupancy of right of way of county highways made by East River Electric Power Cooperative, Inc. in Brookings Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 22-34 ROW East River Electric.pdf](#)

- P. Action to approve Agreement #22-35: an agreement between Brookings County and Bowes Construction, Inc. for the 2022 Brookings County Surfacing Project.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 22-35 Bowes Construction - Surfacing Project.pdf](#)

- Q. Action to approve Agreement #22-36: a State of South Dakota Department of Transportation Bridge Improvement Grant Agreement for Rehabilitation/Replacement – Local Administration for structure #06-150-215, project #BRF 6361(00)22-5 PCN 08WY.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 22-36 DOT BIG.pdf](#)

- R. Action to approve Agreement #22-37: a State of South Dakota Department of Transportation Bridge Improvement Grant Agreement for Rehabilitation/Replacement – Local Administration for structure #06-320-118, project #BRF 6323(00)22-6 PCN 08X0.

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

Documents:

[Agr 22-37 DOT BIG.pdf](#)

- S. Action to approve the low bid for the 2022 Chip Seal Project to Topkote, Inc. of Yankton, SD.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Chip Sealing Letting Tabulation Sheet.pdf](#)

- T. Action to approve the estimate from Michaels Fence & Supply for the Highway Department fence of \$12,837.

Action: Motion to approve, Comments, Roll Call

Documents:

[Highway Fence Estimate.pdf](#)

- U. Action to approve the estimate from Guarantee Roofing & Sheet Metal for the lower west roof of the Sheriff's Office for \$29,925.

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

Documents:

[Sheriff Lower West Roof Bid.pdf](#)

- V. Action to approve the estimate from Guarantee Roofing & Sheet Metal for the Sheriff's Office roof for \$80,245.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Sheriffs Office Roof Bid.pdf](#)

- W. 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](#)

- X. Action to declare a washer and dryer as surplus property to be sold via online auction.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Items.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)  
[Distribution of VA Expenditures.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Aurora City Council Letter.pdf](#)  
[Aurora Planning-Zoning Commission Letter.pdf](#)

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

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

- A. Correspondence received

Documents:

[County Museum Board Thank You.pdf](#)  
[DANR to Linde Dairy.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**

- March 19, Saturday: Brookings City Council Candidate Forum, 9:30 AM, Chambers of the Government Center
- March 23, Wednesday: Sioux Valley Commissioners Meeting, 12:00 PM in Clark, SD
- March 26, Saturday: Brookings School Board Candidate Forum, 9:30 AM, Chambers of the Government Center
- April 12, Tuesday: Equalization Boards, 8:30 AM, Chambers of the Government Center
- April 15, Friday: County Offices will close at noon for Good Friday
- April 19, Tuesday: Taste of Brookings Annual Celebration, Club 71, Brookings

- May 18, Wednesday - May 20, Friday: NACo Western Interstate Region Conference, Anchorage, Alaska

**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.