



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

*If you have any symptoms of COVID-19 or believe you may have been exposed, please consider watching the Commission meeting from home, broadcast live on Swiftel channel 19, ITC channel 168, or the Brookings County Youtube channel. You can also call in by dialing 605-697-8255 and entering code 6056968205 when prompted.*

**1. 8:30 AM Call to Order on Tuesday, September 22, 2020**

**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:

[09-01-2020 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 09222020.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:

[9.22.2020 CLAIMS.pdf](#)  
[Sept Dept of Revenue.pdf](#)

### B. Department Head reports

#### i. Highway Department

Documents:

[Highway Report.pdf](#)

#### ii. 4-H Report

Documents:

[4-H Report.pdf](#)

### C. Finance Officer's Report

*Be it noted items:*

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

Documents:

[Finance Officer Report.pdf](#)

## 7. Scheduled Agenda Items

### A. 9:00 AM - Public Hearing: FY2021 Annual Budget

#### i. Action to approve the amendments to the FY2021 Provisional Budget.

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

Documents:

[FY2021 Prov Budget Changes.pdf](#)

#### ii. Action to approve Resolution #20-51: Adoption of the FY2021 Annual Budget for Brookings County, South Dakota.

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

Documents:

- B. 9:10 AM - Presentation of 30% cost estimate for the 20th Street South Interchange project: Jaqueline Lanning, City Engineer

Documents:

[20th Street South Project Info.pdf](#)

- C. 9:45 AM - Discussion on the addition of safety mitigations at the railroad crossing on County Road 13 (Cornell Ave/486th Ave) in the City of Elkton: Greg Nelson, City of Elkton

Documents:

[Elkton Map.pdf](#)

## 8. Regular Business

- A. Approval of Resolution #20-52: a resolution approving forms of documents and the pricing, sale, and execution of certificates of participation.

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

Documents:

[Res 20-52 Forms of Documents.pdf](#)  
[First Supplemental Declaration of Trust.pdf](#)  
[First Amendment to Lease-Purchase Agreement.pdf](#)  
[First Supplemental Ground Lease Agreement.pdf](#)  
[Certificates of Participation.pdf](#)

- B. Action to approve Resolution #20-53: a resolution to continue support for the First District Association of Local Governments during fiscal year 2021.

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

Documents:

[Res 20-53 First District.pdf](#)

- C. Compromise and Settlement of a County Aid Lien

- i. Action to approve Resolution #20-54: a resolution releasing a County Aid Lien.

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

Documents:

[Res 20-54 County Aid Lien Release.pdf](#)

- ii. Action to approve a Satisfaction of a County Aid Lien.

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

Documents:

[Satisfaction of a County Aid Lien.pdf](#)

- D. Action to approve Resolution #20-55: a plat of Lot 2A of Lake Poinsett Heights

Addition, Christoffer Madsen's Subdivision in Government Lots 3 and 4 in Section 5, T112N, R52W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 20-55 2020plat018.pdf](#)

- E. Action to approve Resolution #20-56: a plat of Lots 2B and 3A of Lake Poinsett Heights Addition, Christoffer Madsen's Subdivision of Lots 3 and 4 in Section 5, T112N, R52W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 20-56 2020plat019.pdf](#)

- F. Action to approve Resolution #20-57: a plat of Soobrook Farm's Addition in the SE ¼ of Section 20, Township 109 North, Range 49 West of the 5th P.M. in Brookings County, South Dakota.

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

Documents:

[Res 20-57 2020plat020.pdf](#)

- G. Action to approve Agreement #20-51: an American Institute of Architects agreement between Brookings County and Boarman Kroos Vogel Group, Inc. for the Brookings County Detention Center Expansion Project, and amend Agreement #17-34.

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

Documents:

[Agr 20-51 BKV Jail Expansion Project.pdf](#)  
[Agr 17-34 BKV Jail Expansion Project.pdf](#)

- H. Action to approve Agreement #20-52: an agreement with Architecture Incorporated for the provision of limited professional services and amending Agreement #20-46.

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

Documents:

[Agr 20-52 Arch Inc Professional Services.pdf](#)  
[Agr 20-46 Arch Inc.pdf](#)

- I. Action to approve Agreement #20-53: an application for occupancy of right-of-way of county highways made by Otter Tail Power Company in Elkton Township.

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

Documents:

[Agr 20-53 ROW Otter Tail.pdf](#)

- J. Action to approve Agreement #20-54: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy n Medary Township.

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

Documents:

K. Action on the payroll tax deferral.

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

Documents:

[Payroll Tax Deferral Info.pdf](#)

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

Documents:

[Commission Dept Director Report.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Insurance Risk Table.pdf](#)  
[Jail Expansion Ground Breaking Invitation.pdf](#)

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

**11. Commissioner Reports and Discussion Items**

A. Correspondence received

**12. Executive Session - in accordance with SDCL §1-25-2(1)(3)(4): personnel, consulting with legal counsel, 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**

- *October 2, Friday: County Tour. 8:30 a.m. leaving from Highway Department in Brookings*
- *October 2, Friday: Jail Expansion & Remodel Groundbreaking. 4:00 p.m. at the Detention Center, 315 7th Ave, Brookings*
- *October 27, Tuesday: Department Head Reviews. 8:00 a.m. in the Chambers of the Brookings City & County Government Center*

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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.