



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

1. 8:30 AM Call to Order on Tuesday, January 17, 2023

2. Pledge of Allegiance

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

There is a 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. No commission action will be taken during this agenda item. Any requested action item may 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:

[01-03-2023 Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 20230117.pdf](#)

D. Approval of cellular authorizations

Documents:

[Cellular Authorizations.pdf](#)

E. Approval of the Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[1.17.23 CLAIMS.pdf](#)
[1.9.23 DEPT OF REV.pdf](#)

B. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Report.pdf](#)
[County Dev Annual Report.pdf](#)

C. Finance Officer's Report

Documents:

[Finance Officer Report.pdf](#)

i. Be it Noted Items:

Action: Note Items for Minutes

- a. Auditor's Account with the Treasurer
- b. Payroll & Additive Totals
- c. Highway Expenditure Report
- d. Register of Deeds Statement of Fees Collected

D. Be it Noted:

Action: Note the following items to be listed in the minutes

i. Wage Listing

Documents:

[Employee Wages.pdf](#)

ii. Volunteer Lists

- a. BCOAC Range Safety Officers, Archery Range Volunteers, and Pistol

Range Committee

Documents:

[BCOAC Volunteers.pdf](#)

b. Storm Spotters

Documents:

[Storm Spotters.pdf](#)

c. Pandemic Planning Coordination/Points of Dispensing Committee

Documents:

[PPC Volunteers.pdf](#)

7. Scheduled Agenda Items

A. 9:00 AM - Brookings County Conservation District Funding Request

Action: Motion to Approve, Comments, Roll Call

Documents:

[Conservation District Request Letter.pdf](#)

i. Conservation District Chairperson, Rick Kerr and Vice Chairperson, John Heylens

B. 10:00 AM - Adjourn as the Brookings County Commission and convene as the Brookings County Drainage Board.

i. Presentation of the Summary Report for the Big Sioux Diversion Structure Study.

Documents:

[Big Sioux River Diversion Structure Study.pdf](#)

a. Banner Associates

ii. Adjourn as the Brookings County Drainage Board and reconvene as the Brookings County Commission.

8. Regular Business

A. Action to approve Resolution #23-04: a Resolution for declaration of emergency/disaster.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Emergency Declaration.pdf](#)

B. Action to approve Resolution #23-05: a Resolution setting weight limit enforcements

on Brookings County highways.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Weight Limits.pdf](#)

- C. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement from Drug Control Fund for equipment, to Sheriff's Department GL line 101-4-211-4290, receipt #00623404 in the amount of \$4,539.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Sheriff.pdf](#)

- D. Discussion and action to approve a Request to Fill Vacancy for an Office Manager in the Highway Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Office Manager.pdf](#)

- E. Action to declare items as surplus property to be destroyed or transferred.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Property List.pdf](#)

- F. Action to appoint Behnoosh Amandi to the Human Rights Commission.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[HRC - Amandi.pdf](#)
[HRC - Herman Resignation.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Surplus Cash Analysis.pdf](#)
[Prussman Estimate.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[Christmas Kids Cops Thank You.pdf](#)

12. Executive Session - in accordance with SDCL §1-25-2(1): Personnel

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

- January 16, Monday - County Offices closed for the Martin Luther King Jr. holiday
- January 18, Wednesday - Brookings Day at the Capitol, Pierre
- February 11, Saturday - February 14, Tuesday - NACo Legislative Conference, Washington DC
- February 20, Monday - County Offices closed for the President's Day holiday
- March 2, Thursday - Annual Township Meeting, 10:00 AM, BCOAC

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.