



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 18, 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:

[01-04-2022 Commission minutes.pdf](#)

B. Approval of Travel Requests

Documents:

[Travel Requests.pdf](#)

C. Approval of Personnel Action Notices

Documents:

[Personnel Action Notice Report - 1-18-22.pdf](#)

D. Approval of Cellular Authorizations

Documents:

[Cellular Authorizations - Heidemann.pdf](#)

E. Approval of the Human Services Report

Documents:

[Human Services - Commission Report.pdf](#)

6. Routine Business

A. Approval of Claims

Documents:

[1.18.22 CLAIMS.pdf](#)
[1.4.22 CLAIM CORRECTION.pdf](#)
[1.10.22 Jan Dept of Rev.pdf](#)

B. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)

ii. County Development

Documents:

[County Dev Report.pdf](#)

iii. Highway

Documents:

[Highway Report.pdf](#)

C. Finance Officer's Report

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

Documents:

[Finance Officer Report.pdf](#)

D. Be it noted items:

1. Volunteer List - for work comp purposes
2. 2022 Wage List - SDCL 6-1-10
3. Chairperson Boersma is authorized to sign the report for the 1st quarter 2022 - State and Local Agreement for Emergency

Management

Documents:

[Volunteer Lists.pdf](#)
[Wage List.pdf](#)
[SLA Quarterly Sign Off.pdf](#)

7. Scheduled Agenda Items

- A. 9:00 AM: Wendy Hanson, owner of Smokin's Pub N Grub

Discussion on liquor license

Documents:

[Smokins Pub N Grub Report.pdf](#)

8. Regular Business

- A. First Reading of Ordinance 2022-01: an ordinance authorizing rezoning of "Outlot C & D of NW 1/4 SE 1/4 in Section 11, T109N, R50W (Medary Township)"

Second Reading & Public Hearing will be held on Tuesday, February 22, 2022 at 9:00 AM.

Action: Read Title of Ordinance, Note Date/Time of Second Reading

Documents:

[Ordinance 2022-01.pdf](#)

- B. Action to approve Resolution #22-03: a plat of Tract 1, Oien Addition in the East 1/2 of the Southwest 1/4 of Section 20, T112N, R47W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to approve, Comments, Roll Call

Documents:

[Res 22-03 - Plat Oien Addition.pdf](#)

- C. Action to approve Resolution #22-04: a resolution setting weight limit enforcements on Brookings County highways

Action: Motion to approve, Comments, Roll call

Documents:

[Res 22-04 - weight limits.pdf](#)

- D. Action to approve Agreement #22-03: a Brookings County Detention Center Inmate Housing Contract between Brookings County and Moody County.

Action: Motion to approve, Comments, Roll Call

Documents:

[Agr 22-03 Inmate Housing Moody Co.pdf](#)

- E. Action to approve Agreement #22-04: a State of South Dakota Joint Powers Financial and Maintenance Agreement between the SD Department of Transportation and Brookings County, SD for project #PH 0010(155) PCN 06TV.

Action: Motion to approve, Comments, Roll Call

Documents:

[Agr 22-04 SDDOT.pdf](#)

- F. Action to approve Agreement #22-05: a voluntary right of way donation agreement between Brookings County and Frederick and Mary Meyer, Brookings, SD

Action: Motion to approve, Comments, Voice Vote

Documents:

[Agr 22-05 Vol ROW- Meyer.pdf](#)

- G. Action to approve Agreement #22-06: a voluntary right of way donation agreement between Brookings County and Terry Wick, et al, Nunda, SD

Action: Motion to approve, Comments, Voice Vote

Documents:

[Agr 22-06 Vol ROW - Wicks.pdf](#)

- H. Action to approve a Utilities Certificate for a Bridge Improvement Grant project, structure #06-150-215

Action: Motion to approve, Comments, Voice Vote

Documents:

[Utilities Cert - BIG Project.pdf](#)

- I. Action to approve a Right of Way Certificate for a Bridge Improvement Grant project, structure #06-150-215

Action: Motion, Comments, Voice Vote

Documents:

[ROW Cert - Big Project.pdf](#)

- J. Action to approve Change Order 010 for the Brookings County Detention Center Project in the amount of \$16,707

Action: Motion to approve, Comments, Roll Call

Documents:

[Change Order 010.pdf](#)

- K. Action to determine the value of a 2013 Cat AWD Motor Grader based on submitted appraisals

Action: Determine Value, Motion to approve, Comments, Voice Vote

Documents:

[Motor Grader Appraisals.pdf](#)

- L. Action to approve a late elderly tax freeze application

Action: Motion to approve, Comments, Voice Vote

Documents:

[Tax Freeze - Report.pdf](#)
[Tax Freeze Application.pdf](#)

- M. Action to approve a request to fill vacancy for a full time Deputy Sheriff

Action: Motion to approve, Comments, Voice Vote

Documents:

[RFV - Deputy Sheriff.pdf](#)

- N. Action to approve a request to fill vacancy for a full time correctional officer

Action: Motion to approve, Comments, Voice Vote

Documents:

[RFV - FT CO.pdf](#)

- O. Action to approve a request to fill vacancy for a temporary Deputy Sheriff

Action: Motion to approve, Comments, Voice Vote

Documents:

[RFV - Temp Deputy Sheriff.pdf](#)

- P. Consensus to publish a notice of supplemental budget public hearing

Action: Consensus of the Board

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Gen Fund Surplus.pdf](#)
[Email - Leg Conf.pdf](#)

10. States Attorney's Office Report

2021 Statistics Report

Documents:

[2021 States Attny Stats.pdf](#)

11. Commissioner Reports and Discussion Items

A. Correspondence Received

Documents:

[DANR to Thornhill.pdf](#)

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

- Action: Motion to Enter in 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

- Friday, January 14, 2022 - Retirement celebration for Jail Administrator Bart Sweebe, 2:00 PM - 4:00 PM, Chambers, Brookings City & County Government Center
- Monday, January 17, 2022 - Offices closed in honor of the Martin Luther King, Jr. Day holiday
- Wednesday, January 19, 2022 - Brookings Day at the Capitol, Pierre
- Friday, January 21, 2022 - Farewell party for Brenda Schweitzer, 5:00 PM - 7:30 PM at Cubby's; Program at 6:30 PM
- Monday, February 14, 2022 - Towns & Townships Meeting, 10:00 AM, BCOAC
- Monday, February 21, 2022 - Offices closed in honor of the President's Day holiday

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.