



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

1. 8:30 AM Call to Order on Tuesday, January 20, 2026

2. Pledge of Allegiance

3. Approval of Agenda

Action: Motion to Approve, Request Comments, Voice Vote

4. 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.

5. Consent Agenda Items

Action: Motion to Approve, Note Consent Agenda Items, Request Comments, Roll Call

A. Minutes

Documents:

[01-06-2026 County Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 01202026.pdf](#)

D. Cellular Authorizations

E. Human Services Report

Documents:

[Human Services Report.pdf](#)

6. Routine Business

A. Approval of Claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[1.15.26 CC CLAIMS.pdf](#)
[1.20.26 claims.pdf](#)
[1.8.26 DEPT OF REV.pdf](#)

B. Department Head Reports

i. Community Health - Jen Burns

Documents:

[Comm Health Report.pdf](#)

ii. County Development Department

Documents:

[County Dev - PowerOn Midwest.pdf](#)

C. Finance Officer's Report - December 2025

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. Annual Be it Noted Items

Action Noted items to be listed in the minutes

i. 2026 Wage Listing

Documents:

[2026 Wage Listing.pdf](#)

ii. Volunteers listed for work comp purposes

Documents:

[Volunteers.pdf](#)

a. Range Safety Officers at BCOAC

b. Severe Weather Storm Spotters

7. Scheduled Agenda Items - 9:00 AM

- A. Second Reading & Public Hearing on Ordinance #2026-01: an Ordinance Providing for the Adoption of the 2021 International Building Code and 2021 International Residential Code.

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

Documents:

[Ord 26-01 2021 Building Code.pdf](#)

- B. Elkton Water/Sewer Improvements - Jeff McCormick with SPN Helms Engineers & Surveyors.

Documents:

[Elkton Infrastructure Improvements.pdf](#)
[217th St, 486th Ave Improvements Estimate.pdf](#)

- i. Action to approve Agreement #26-07: a contract with SPN and Associates for professional services for the street reconstruction of 217th Street (North Drive).

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 26-07 217th St Improvements Agreement.pdf](#)

- C. Presentation of 2024 Audit - Cassi Chase, Legislative Audit

Documents:

[Board of Gov Letter.pdf](#)
[Management Letter.pdf](#)
[Schedule of Comments.pdf](#)

- i. Action to authorize Chairperson Hostler to sign the Letter of Representation for the 2024 Audit.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Rep Letter.pdf](#)

8. Regular Business

- A. Action to approve Resolution #26-05: a Resolution Setting Weight Limit Enforcements on Brookings County Highways.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 26-5 Highway Weight Limits.pdf](#)

- B. Action to approve Agreement #26-08: an Enterprise Software Cost Share Agreement between Brookings County, the City of Brookings, and Brookings Municipal Utilities.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 26-08 Enterprise Software.pdf](#)

- C. Action to approve the Johnson Controls proposal for the Brookings City & County Government Center chiller and boiler replacement.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Johnson Controls Gov Center Proposal.pdf](#)

- D. Action to approve the "Request for State Aid for Salary of County Veterans Service Officer."

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Request for VSO State Aid.pdf](#)

- E. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$160,057.95, for reimbursement for the Samara Avenue Project, to GL line 201-4-311-4226.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - Samara Ave.pdf](#)

9. Commission Department Director Report

Documents:

[Commission Dept Report.pdf](#)
[Veterans Service Report.pdf](#)
[Surplus Cash Analysis.pdf](#)
[Rumble Strips, Stop Signs, Soybean Plant.pdf](#)
[United Way Invitations.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

A. Correspondence Received

Documents:

[DANR to KC Dairies 2026-01-08.pdf](#)

[DANR to Hammink Dairy 2026-01-08.pdf](#)

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

Action: Motion to Enter into Executive Session, Voice Vote

Action: Chair Declares Board Out of Executive Session

13. Strategic Plan Review

Documents:

[Brookings County Strategic Plan.pdf](#)

14. Adjournment

Action: Motion to Approve, Voice Vote

15. Jail Tour

16. Public Notices

- *January 14, Wednesday: PowerOn Midwest Open House, 4:00-6:00 PM, Brookings Inn & Convention Center*
- *January 19, Monday: Offices closed in honor of the Martin Luther King Jr. holiday*
- *January 21, Wednesday: Brookings Day at the Capitol, Pierre*
- *January 27, Tuesday: Bid Opening for Annual Highway Bids, 2:30 PM, Commission Office*
- *February 5, Thursday: Mental Health First Aid Training, 8:00 AM - 5:00 PM, Dakota Nature Park, registration through United Way*
- *February 16, Monday: Offices closed in honor of the Presidents Day holiday*
- *February 18, Wednesday: 2026 Stronger Together, Building Assets for Brookings, a Day for Suicide Prevention, 8:00 AM - 1:00 PM, Dacotah Bank Center, registration through United Way*
- *February 26, Thursday: Towns & Townships 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.