



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, May 16, 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. Minutes

Documents:

[05-02-2023 Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 05162023.pdf](#)

D. Cellular Authorizations

E. Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[5.16.23 claims.pdf](#)
[5.8.23 MAY DEPT OF REV.pdf](#)

B. Department Head reports

i. BCOAC

Documents:

[BCOAC Report.pdf](#)
[Lease Agr 0601-449-66.pdf](#)

ii. County Development Department

Documents:

[County Dev 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

7. Scheduled Agenda Items

A. 9:00 AM - Discussion and possible action on Fountain Cemetery Eagle Scout Project request.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Eagle Project Request - Fountain Cemetery.pdf](#)

B. 9:15 AM - Pipeline Safety Presentation

Documents:

[PHMSA Damage Prevention Outreach Presentation.pdf](#)

i. Sean Quinlan, Community Liaison, Central Region Operations and Standards

8. Regular Business

- A. Action to approve Resolution #23-20: a Resolution Approving Annexation of Territories by the City of Brookings.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 23-20 Annexation, Brookings.pdf](#)

- B. Action to approve Agreement #23-27: an Office of Detention Services Intergovernmental Agreement between Brookings County and the U.S. Department of Justice, United States Marshals Service, Prisoner Operations Division.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-27 Detention Services Intergovernmental Agr.pdf](#)

- C. Action to approve Agreement #23-28: an Election Services Agreement between Brookings County and Election Systems & Software, LLC.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 23-28 Election Services Agr.pdf](#)

- D. Action to approve Abatement #23-11: an abatement application made by Charles E. Dupraz Trust for parcel #04000-11049-133-00 in the amount of \$142.45.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Abatements 23-11, 23-13.pdf](#)

- E. Action to approve Abatement #23-13: an abatement application made by Brandon Intermill for parcel #15995-00215-007-00 in the amount of \$126.67.

Action: Motion to Approve, Comments, Voice Vote

- F. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$1,793.15 for the refund from ESRI, Inc. to line 101-4-171-4221.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Automatic Supplement - IT.pdf](#)

- G. Action to approve a Retail (On & Off Sale) Malt Beverage & SD Farm Wine license renewal for Schade Vineyard, Inc. effective July 1, 2023, through June 30, 2024.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Malt Beverage, SD Farm Wine App - Schade.pdf](#)

- H. Update on intersection mitigation measures.

- i. Discussion and possible action on purchasing needed mitigation items.

Action: Motion to Approve, Comments, Roll Call

- l. Action to declare a file cabinet as surplus property to be transferred to the City of Brookings Parks, Recreation & Forestry Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Surplus Item Transfer - File Cabinet.pdf](#)

- J. Action to approve the closure of Broadway Avenue/County Road 23 in Aurora on August 5th at 7:00 a.m. to August 6th at 2:00 a.m. for Pickle Fest Gala Days.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Gala Days Map.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[United Way Ribbon Cutting.pdf](#)

[Brookings Health System Foundation Director Letter.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

- May 18, Thursday: United Way Ribbon Cutting, 3:00 PM - 6:00 PM, 908 Hope Drive, Brookings
 - VIP hour from 3:00-4:00 p.m.; ribbon cutting at 4:30 p.m.
- May 29, Monday: Offices closed in honor of the Memorial Day holiday
- June 12-16: City & County Safety Week
 - June 15, Thursday: Annual Safety Week Picnic, 11:00 AM-2:00 PM
- June 26, Monday: Budget Hearings, 8:00 AM-5:00 PM, Government Center Community Room
- July 4, Tuesday: County offices closed in honor of the Independence Day holiday.
- August 9, Wednesday: Save the Date: Conservation District Annual Tour
- August 10, Thursday: CDI Golf Outing, 10:00 AM, Brookings Country Club

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.