



**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, February 16, 2021**

**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:

[2021-02-02 County Commission Minutes.pdf](#)

B. Approval of travel requests

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 02162021.pdf](#)

D. Approval of cellular authorizations

E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

F. Approval of outside employment requests

Documents:

[Outside Employment Request - Gustad.pdf](#)

## 6. Routine Business

### A. Approval of claims

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

Documents:

[2.16.21 CLAIMS.pdf](#)

[2.10.21 DEPT OF REV.pdf](#)

### B. Department Head reports

#### i. County Development Department

Documents:

[County Development Report.pdf](#)

## 7. Scheduled Agenda Items

### A. 9:00 AM - Robert Gehm, NorthWestern Energy

- i. Action to approve Resolution #21-05: a resolution giving permission to NorthWestern Corporation, a Delaware Corporation, d/b/a NorthWestern Energy to construct, lay, maintain and operate natural gas pipelines and mains on and along Brookings County roads.

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

Documents:

[NorthWestern Letter.pdf](#)

[Res 21-05 NorthWestern Pipelines.pdf](#)

- ii. Action to approve Agreement #21-07: an application made by NorthWestern Corporation, a Delaware Corporation, d/b/a NorthWestern Energy for permission to construct, lay, maintain and operate natural gas pipelines and mains in and along the right-of-way of public highways of Brookings County, South Dakota.

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

Documents:

[Agr 21-07 NorthWestern Pipelines.pdf](#)

### B. 9:30 AM - Jeff Schaefer, Legislative Audit: Discussion on moving to cash basis reporting.

- i. Action to approve Resolution #21-06: a resolution changing the financial reporting of Brookings County funds from GAAP "modified accrual basis" to special purpose reporting standards "modified cash basis."

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

Documents:

## 8. Regular Business

- A. Action to approve Resolution #21-07: a plat of Block 1 of S & J Farms Addition located in the South  $\frac{1}{2}$  of the Northwest  $\frac{1}{4}$  and North  $\frac{1}{2}$  of the Southwest  $\frac{1}{4}$  and the West 2 acres of the Northeast  $\frac{1}{4}$ , all in Section 10, T112N, R50W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 21-07 2021plat001.pdf](#)

- B. Action to approve Abatement #21-1: an abatement application made by Patrick and Patricia Carey for parcel #40372-00600-007-00 in the amount of \$1,455.94.

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

Documents:

[Abatement Letter.pdf](#)  
[Abatement 21-1 Carey.pdf](#)

- C. Action to approve Abatement #21-2: an abatement application made by the City of Brookings for parcel #40120-00100-0017-00 in the amount of \$1,779.39.

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

Documents:

[Abatement 21-2 City of Brookings.pdf](#)

- D. Action to approve Abatement #21-4: an abatement application made by Harvey R. and Harriet J. Svec for parcel #03125-11249-333-00 in the amount of \$315.22.

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

Documents:

[Abatement 21-3 Svec.pdf](#)

- E. Action to approve Abatement #21-5: an abatement application made by Bonnie Ater for parcel #12999-00212-018-00 in the amount of \$46.52.

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

Documents:

[Abatement 21-4 Ater.pdf](#)

- F. Action to approve Agreement #21-08: an agreement between Brookings County and Trane U.S., Inc. for the BCOAC classroom RTU project.

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

Documents:

[Agr 21-08 Trane.pdf](#)

- G. Action to approve Agreement #21-09: an application for occupancy of right-of-way of

county highways made by Sioux Valley Energy in Medary Township.

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

Documents:

[Agr 21-09 ROW Sioux Valley Energy.pdf](#)

H. Action to approve Agreement #21-10: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Medary Township.

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

Documents:

[Agr 21-10 ROW Sioux Valley Energy.pdf](#)

I. Action to approve Agreement #21-11: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Medary Township.

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

Documents:

[Agr 21-11 ROW Sioux Valley Energy.pdf](#)

J. Action to approve Agreement #21-12: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Preston Township.

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

Documents:

[Agr 21-12 ROW Sioux Valley Energy.pdf](#)

K. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to the Brookings County Sheriff's Department in the amount of \$7,847.24, receipt #539012, to GL line 101-4-211-4251 for reimbursement from insurance for a damaged patrol vehicle.

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

Documents:

[Automatic Supplement - Sheriff.pdf](#)

L. Action to approve a Request to Fill Vacancy for two seasonal ATV Drivers in the Weed & Pest Department.

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

Documents:

[RFV - ATV Drivers.pdf](#)

M. Action to declare items as surplus property to be disposed of: Dell computer and Lenovo computer.

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

Documents:

[Surplus Items for Disposal.pdf](#)

N. Action to approve the following board appointments:

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

i. First District Association Board (1 position)

a. Michael Crinion

Documents:

[First District - Crinion.pdf](#)

b. Brian Gatzke

Documents:

[First District - Gatzke.pdf](#)

c. Kelly VanderWal

Documents:

[First District - VanderWal.pdf](#)

ii. Housing & Redevelopment Commission (1 position)

a. Dan McColley

Documents:

[Housing - McColley.pdf](#)

b. Kyle Nelson

Documents:

[Housing - Nelson.pdf](#)

iii. Planning & Zoning Commission - District 3 (1 position)

a. David Berndt

Documents:

[Planning Zoning Dist 3 - Berndt.pdf](#)

b. Randal Hennen

Documents:

[Planning Zoning Dist 3 - Hennen.pdf](#)

c. Neal Trooien

Documents:

[Planning Zoning Dist 3 - Trooien.pdf](#)

iv. Planning & Zoning Commission - District 4 (1 position)

a. Brian Gatzke

Documents:

[Planning Zoning Dist 4 - Gatzke.pdf](#)

b. Randy K. Gross

Documents:

[Planning Zoning Dist 4 - Gross.pdf](#)

c. Mark Jorenby

Documents:

[Planning Zoning Dist 4 - Jorenby.pdf](#)

d. Jim McKeown

Documents:

[Planning Zoning Dist 4 - McKeown.pdf](#)

e. Brent Thompson

Documents:

[Planning Zoning Dist 4 - Thompson.pdf](#)

v. Planning & Zoning Commission - Alternate (1 position)

a. Dale Storhaug

Documents:

[Planning Zoning Alt - Storhaug.pdf](#)

O. Review of draft Housing Ordinance.

Documents:

[Ord 21-01 Housing Ordinance DRAFT.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:

[Boys and Girls Club Thank You.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**

- *February 15, Monday: County offices closed for the Presidents' Day holiday..*
- *March 16-18, Tuesday-Thursday: SDACC Spring Workshop, Ramkota in Pierre, SD.*

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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.