



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

1. **8:30 AM Call to Order on Tuesday, December 20, 2016**
2. **Pledge of Allegiance**
3. **Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

Action items will be scheduled for a future meeting date.

4. **Approval of Agenda**
5. **Consent Agenda Items**

A. Approval of minutes.

Documents:

[12-06-2016 Minutes.pdf](#)
[12-08-2016 Minutes.pdf](#)
[12-13-2016 Minutes.pdf](#)

B. Approval of travel & education requests.

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices.

Documents:

[Personnel Action Notice Report.pdf](#)

D. Approval of the Human Services report.

Documents:

[HHS Report.pdf](#)

6. **Routine Business**

A. Approval of claims.

Documents:

B. Department Head reports.

i. Equalization - Brookings County 2017 Intentions

Documents:

[2017 Assessment Plan.pdf](#)
[Parcel Descriptions.pdf](#)
[2017 Market Changes.pdf](#)

C. Finance Officer's report.

Be it noted:

- *Auditor's Account with the Treasurer*
- *Payroll & Additive Totals*
- *Highway Expenditure Report*
- *Register of Deeds Statement of Fees Collected*
- *Brookings County investment information*

Documents:

[Finance Officer Report.pdf](#)

7. Scheduled Agenda Items

A. 9:00 AM - Public Hearing for consideration of a proposed Supplemental Budget Resolution.

i. Action to approve Resolution #16-37: a resolution approving a supplemental budget to the County Building Fund.

Documents:

[Resolution - Supplemental Budget.pdf](#)

8. Regular Business

A. Action to approve a refund of a building permit in the amount \$13,398.

Documents:

[Application for Building Permit.pdf](#)

B. Action to approve an appointment to the Swiftel Center Advisory Board.

Documents:

[Citizen Interest App - Cramer.pdf](#)

C. Action to approve a request to fill vacancy for an Administrative Assistant in the Register of Deeds office.

Documents:

D. Action to approve Resolution #16-38: a plat of Lots 1, 2, & 3, of Gebhart Addition, in the NW 1/4 of Section 2, Township 109 North, Range 48 West of the 5th P.M., Brookings County, South Dakota.

Documents:

[2016plat014.pdf](#)

E. Action to approve Resolution #16-39: a plat of Lots 5B and 5C of Block 1 in Lake Park Second Addition in the E 1/2 NE 1/4 and Government Lot 7 all in Section 28-T109N-R50W, Brookings County, South Dakota.

Documents:

[2016plat015.pdf](#)

F. Action to approve Resolution #16-40: a Bridge Improvement Grant Program resolution authorizing submission of applications.

Preliminary Grant Applications for the following structures:

1. 06-147-200: 4 S and 2.3 W of Brookings on 216th Street
2. 06-240-141: 0.9 N of Bushnell on 478th Avenue
3. 06-280-116: 9.4 N and 4 W of Elkton on 482nd Avenue

Documents:

[Bridge Improvement Grant App 1.pdf](#)

G. Action to approve Resolution #16-41: a Bridge Improvement Grant Program resolution authorizing submission of applications.

Preservation Grant Applications for the following structures:

1. 06-150-219: 5.9 S and 2 W of Brookings on 469th Avenue
2. 06-176-050: 2.5 N and 6.3 W of White on 201st Street
3. 06-220-190: 1 S of Aurora on 476th Avenue

Documents:

[Bridge Improvement Grant App 2.pdf](#)

H. Action to approve Resolution #16-42: a Bridge Improvement Grant Program resolution authorizing submission of applications.

Construction Grant Applications for the following structures:

1. 06-169-238: 7.8 S of Brookings on 471st Avenue
2. 06-169-239: 7.9 S of Brookings on 471st Avenue

Documents:

[Bridge Improvement Grant App 3.pdf](#)

- I. Action to approve Agreement #16-106: a State of South Dakota Consultant Contract for Provision of Community Health Services between Brookings County and the South Dakota Department of Health, Family and Community Health, Child and Family Services.**

Documents:

[DOH Letter.pdf](#)
[DOH Agreement.pdf](#)

J. Automatic Supplements:

- i. Action to automatically supplement the Elections departmental budget line 101-4-120-4260 in the amount of \$920.16 for reimbursement from the HAVA grant.**

Documents:

[AS - Elections 1.pdf](#)

- ii. Action to automatically supplement the Elections departmental budget line 101-4-120-4260 in the amount of \$390.00 for reimbursement from the HAVA grant.**

Documents:

[AS - Elections 2.pdf](#)

- iii. Action to automatically supplement the Sheriff's departmental budget line 101-4-211-4110 in the amount of \$20,000.00 for reimbursement from the 25% alcohol beverage fund.**

Documents:

[AS - Sheriff.pdf](#)

- iv. Action to automatically supplement the Detention Center departmental budget line 101-4-212-4110 in the amount of \$19,424.72 for reimbursement from the 25% alcohol beverage fund.**

Documents:

[AS - Jail.pdf](#)

- v. Action to automatically supplement the Juvenile Detention departmental budget line 101-4-214-4291 in the amount of \$4,750.00 for reimbursement from the Juvenile Justice Reinvestment Initiative.**

Documents:

[AS - Juvenile Detention.pdf](#)

- vi. Action to automatically supplement the Mosquito departmental budget line 101-4-429-4261 in the amount of \$4,315.00 for reimbursement from the Mosquito Grant.**

Documents:

K. Action to approve Resolution #16-43: a resolution approving contingency transfers for FY2016.

Documents:

[Contingency Transfers.pdf](#)

L. End-of-Year Designations

i. Discussion and possible action to assign funds in the General Fund unreserved, undesignated fund balance.

Documents:

[General Fund Surplus Report.pdf](#)

9. Commission Department Director Report

Documents:

[Commission Report.pdf](#)
[Comprehensive Economic Dev Strategy.pdf](#)
[Juvenile Diversion Funds.pdf](#)
[Surplus Cash Analysis.pdf](#)

10. Deputy States Attorney's Report

11. Commissioner Reports and Discussion Items

12. Executive Session

In accordance with SDCL 1-25-2(4) - Contract Negotiations.

13. Adjournment

14. Public Notices

- *December 23-26, Friday to Monday: County Offices will be closed starting at 12:00 p.m. on December 23rd, and all day December 26th in honor of the Christmas holiday.*
- *December 29, Thursday: the Board has been invited to attend the retirement celebration of State's Attorney Clyde Calhoon from 2:00-4:00 p.m. in the Chambers at the City & County Government Center.*
- *December 2, Monday: County offices will be closed in honor of the New Year'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 American's With Disabilities Act.