



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

**1. 8:00 AM Call to Order on Tuesday, March 10, 2020**

**2. Executive Session - in accordance with SDCL §1-25-2(1): Personnel**

*Action: Motion to Enter Into Executive Session, Voice Vote*

*Action: Motion to Come Out of Executive Session, Voice Vote*

**3. Pledge of Allegiance**

**4. Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

*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.*

**5. Approval of Agenda**

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

**6. Consent Agenda Items**

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

A. Approval of minutes

Documents:

[02-18-2020 Minutes.pdf](#)

[02-21-2020 Minutes.pdf](#)

[03-06-2020 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 03102020.pdf](#)

D. Cellular authorizations

Documents:

[Cellular Auth - Rodrigues.pdf](#)

E. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

**7. Special Recognition**

A. Robert McGrath - retirement from the Local Emergency Planning Committee

**8. Routine Business**

A. Approval of claims

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

Documents:

[Claims Payable 3.10.20.pdf](#)  
[March Cell Phones 3.10.20.pdf](#)

B. Department Head reports

i. Finance Office

*Be it Noted: Auditor's Account with the Treasurer - January 2020*

Documents:

[Auditor Account with the Treasurer.pdf](#)

ii. Highway Department

Documents:

[Highway Report.pdf](#)  
[2500 Silverado Information.pdf](#)

iii. Be it Noted Items:

- a. Volunteers with the Brookings County Outdoor Adventure Center are to be listed in the minutes for work comp purposes.

Documents:

[BCOAC Volunteers.pdf](#)

**9. Scheduled Agenda Items**

A. 9:00 AM - Supplemental Budget Public Hearing

i. Action to approve Resolution #20-07: a supplemental budget resolution.

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

Documents:

[Res 20-07 Supplemental Budget.pdf](#)

- B. 9:05 AM - Discussion and possible action to approve a request from Isaac Wilde, Wilde Air Service, LLC to land an airplane on county roads.

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

Documents:

[Wilde Air Service.pdf](#)

- C. 10:00 AM - Executive Session - in accordance with SDCL §1-25-2(1): Personnel

*Action: Motion to Enter Into Executive Session, Voice Vote*

*Action: Motion to Come Out of Executive Session, Voice Vote*

## 10. Regular Business

- A. Action to approve Resolution #20-08: a plat of Lot 11A in Cedar Pointe Addition in Government Lot 3 of the NW ¼ of Section 28-T109N-R50W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 20-08 2020plat01.pdf](#)

- B. Action to approve Resolution #20-09: a plat of Lots 1A and 2A of Goodfellow Addition in the N ½ of the NE ¼ of Section 18, T111N R51W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 20-09 2020plat03.pdf](#)

- C. Action to approve Resolution #20-10: a resolution authorizing the purchase of concrete pipe based upon the price established through the Codington County, South Dakota bid process.

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

Documents:

[Res 20-10 Concrete Pipe.pdf](#)

- D. Action to approve Agreement #20-14: an American Institute of Architects agreement between Brookings County and Henry Carlson Construction, LLC for the Brookings County Detention Center Expansion and Remodel Project.

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

Documents:

[A133-2009 - Final Brookings County 2020\(2\)\(1\).pdf](#)

[A133ExhibitA-2009 - Final - Brookings County 2020\(2\)\(1\).pdf](#)

[A133ExhibitB\\_Brookings County 2020.pdf](#)

[A201-2007 - Final - 2-19-20\(1\).pdf](#)

- E. Action to approve Agreement #20-04: a Memorandum of Understanding between the City of Brookings and Brookings County regarding the participation in the cost and authorization of construction of an interstate interchange at 20th Street South on Interstate 29.

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

Documents:

[Agr 20-04 MOU 20th St Interchange.pdf](#)

- F. Action to approve Agreement #20-05: an agreement between Brookings County and Bowes Construction for the 2020 Brookings County Surfacing Project.

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

Documents:

[Agr 20-05 Surfacing Project.pdf](#)

- G. Approval of highway bids:

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

- i. Action to award the bid for 3/4 crushed gravel to low bid on all items listed from Sterzinger Construction, Elkton, SD and Nitteberg Construction, Estelline, SD.

Documents:

[Crushed Gravel.pdf](#)

- ii. Action to award the bid for HR class asphalt to low bid on all items listed from Bowes Construction, Brookings, SD

Documents:

[HR Class Asphalt.pdf](#)

- iii. Action to award the bid for natural cover aggregate to low bid on all items listed from Johnson Brothers, Madison, SD and Concrete Materials, Corson, SD.

Documents:

[cover aggregate.pdf](#)

- iv. Action to award the bid for road oil to low bid on all items listed from Flint Hills Resources, LP, Marshall, MN and Jebro, Inc., Sioux City, IA.

Documents:

[Road Oil.pdf](#)

- v. Action to award the bid for asphalt patching to low bid on all items listed from Bowes Construction, Brookings, SD.

Documents:

[Asphalt patching.pdf](#)

- vi. Action to award the bid for equipment rentals to low bid on all items listed from Prussman Contracting, Brookings, SD, Titan Rentals, Sioux Falls, SD, Bowes Construction, Brookings, SD, and Rounds Construction, Inc.,

Brookings, SD.

Documents:

[Equipment.pdf](#)

- vii. Action to award the bid for the 2020 chip sealing miles of Brookings County roads to TopKote, Inc., Yankton, SD.

Documents:

[Seal Coat 2020.pdf](#)

H. Approval of bid agreements:

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

- i. Action to approve Agreement #20-06: a purchase agreement between Brookings County and Sterzinger Construction of Elkton, SD for  $\frac{3}{4}$  crushed gravel.

Documents:

[Agr 20-06 Sterzinger Const Crushed Gravel.pdf](#)

- ii. Action to approve Agreement #20-07: a purchase agreement between Brookings County and Nitteberg Construction of Estelline, SD for  $\frac{3}{4}$  crushed gravel.

Documents:

[Agr 20-07 Nitteberg Const. crushed gravel.pdf](#)

- iii. Action to approve Agreement #20-08: a purchase agreement between Brookings County and Bowes Construction of Brookings, SD for HR class asphalt.

Documents:

[Agr 20-08 asphalt picked up.pdf](#)

- iv. Action to approve Agreement #20-09: a purchase agreement between Brookings County and Johnson Brothers, Rutland, SD for natural cover aggregate.

Documents:

[Agr 20-09 Johnson Brothers Natural Cover Aggregate.pdf](#)

- v. Action to approve Agreement #20-10: a purchase agreement between Brookings County and Concrete Materials, Corson, SD for natural cover aggregate.

Documents:

[Agr 20-10 Concrete Materials Natural Cover Aggregate.pdf](#)

- vi. Action to approve Agreement #20-11: a purchase agreement between

Brookings County and Flint Hills, Marshall, MN for road oil.

Documents:

[Agr 20-11 Flint Hills Road Oil.pdf](#)

- vii. Action to approve Agreement #20-12: a purchase agreement between Brookings County and Jebro, Inc., Sioux City, IA for road oil.

Documents:

[Agr 20-12 Jebro all road oil.pdf](#)

- viii. Action to approve Agreement #20-13: a purchase agreement between Brookings County and Bowes Construction, Inc. of Brookings, SD for asphalt patching.

Documents:

[Agr 20-13 Asphalt Patching.pdf](#)

- i. Action to approve Abatement #20-01: an abatement request made by Ricky and Andrea Lemke for parcel #31275-00300-003-00 in the amount of \$52.37.

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

Documents:

[Abatements Information.pdf](#)

[Abatement 20-01.pdf](#)

- J. Action to approve Abatement #20-02: an abatement made by Blake A. Larson for parcel #31225-00000-018-00 in the amount of \$69.66.

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

Documents:

[Abatement 20-02.pdf](#)

- K. Action to approve Abatement #20-03: an abatement request made by Jon R. Pike for parcel #31226-00000-021-00 in the amount of \$61.26.

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

Documents:

[Abatement 20-03.pdf](#)

- L. Action to approve Abatement #20-04: an abatement request made by Brookings Municipal Utilities/City of Brookings for parcel #40245-00100-004-00 in the amount of \$1,413.17.

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

Documents:

[Abatement 20-04.pdf](#)

- M. Action to approve Abatement #20-06: an abatement request made by Valley Communications, Inc. for parcel #36525-00300-005-00 in the amount of \$1,107.82.

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

Documents:

[Abatement 20-06.pdf](#)

- N. Action to approve Abatement #20-07: an abatement request made by Adam H. and Stephani M. Buchholtz for parcel #31050-01400-001-00 in the amount of \$66.20.

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

Documents:

[Abatement 20-07.pdf](#)

- O. Action to approve Abatement #20-08: an abatement request made by Kari R. Stevens for parcel #31226-00000-010-00 in the amount of \$53.85.

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

Documents:

[Abatement 20-08.pdf](#)

- P. Action to approve Abatement #20-12: an abatement request made by S.H. Investments, LLC for parcel #36550-00100-004-00 in the amount of \$459.93.

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

Documents:

[Abatement 20-12.pdf](#)

- Q. Action to approve Abatement #20-24: an abatement request made by Danny L. Skordahl for parcel #12140-10950-333-10 in the amount of \$255.61.

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

Documents:

[Abatement 20-24.pdf](#)

- R. Action to approve Abatement #20-25: an abatement request for a property tax exemption for parcel #32150-02800-004-00 in the amount of \$1,254.62.

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

Documents:

[Abatement 20-25.pdf](#)

- S. Action to approve Abatement #20-26: an abatement request for a property tax exemption for parcel #19980-11148-202-00 in the amount of \$517.56.

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

Documents:

[Abatement 20-26.pdf](#)

- T. Action to approve an Automatic Supplement in the Sheriff's Office for reimbursement from the Courthouse Security Grant to GL 101-4-212-4268, receipt #00496344, in the amount of \$2,960.93.

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

Documents:

[Automatic Supplement - Sheriff.pdf](#)

- U. Action to approve a Request to Fill Vacancy for temporary election workers in the Finance Office.

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

Documents:

[RFV - Election Workers.pdf](#)

- V. Action to approve a Request to Fill Vacancy for an HR Specialist in the Commission Department.

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

Documents:

[RFV - HR Specialist.pdf](#)

#### **11. Commission Department Director's Report**

Documents:

[Commission Dept Report.pdf](#)

#### **12. States Attorney's Office Report**

#### **13. Commissioner Reports and Discussion Items**

- A. Correspondence received

Documents:

[Chamber Annual Celebration.pdf](#)  
[DENR Tank Removal Program.pdf](#)  
[DENR to Crosswind.pdf](#)  
[BEDC Annual Report.pdf](#)  
[Skychaser Newsletter.pdf](#)  
[Historical Society Thank You.pdf](#)

#### **14. Executive Session**

*Action: Motion to Enter Into Executive Session, Voice Vote*

*Action: Motion to Come Out of Executive Session, Voice Vote*

#### **15. Adjournment**

*Action: Motion to Approve, Voice Vote*

#### **16. Public Notices**

- *March 18, Wednesday: Sioux Valley Commissioners Association meeting, 12:00 PM, Codington County Extension Center, Watertown*
- *March 19, Thursday: Brookings Area Chamber of Commerce Annual Meeting, 5:00 PM, SDSU Club 71*
- *March 20, Friday: Commissioners to tour Minnehaha County Jail, leave Brookings at 8:00 AM*

- *March 24, Tuesday: Storm Spotter Training, 7:00 PM, East Fire Station, 607 20th Ave, Brookings*
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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.