



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

If you would like to attend this meeting, please come to the west doors of the Government Center where a staff member will be stationed to allow you entry to the building. If you would like to call in, dial 605-697-8255 and enter code 6056968205 when prompted. Please, if you have any symptoms of COVID-19 or believe you may have been exposed, consider watching the Commission meeting from home, broadcast live on Swiftel channel 19, ITC channel 168, or the Brookings County Youtube channel, and call if you have any comments or questions.

1. 8:30 AM Call to Order on Tuesday, April 21, 2020

2. Pledge of Allegiance

3. 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.

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:

[04-07-2020 Minutes.pdf](#)

B. Approval of travel requests

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 04212020.pdf](#)

D. Approval of cellular authorizations

Documents:

[Cellular Authorizations.pdf](#)

E. Approval of the Human Services report

6. Routine Business

A. Approval of claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[Claims Payable 4.21.20.pdf](#)
[APR Dept of Revenue 4.09.20.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

C. Finance Officer's Report

Be it Noted Items:

- *Auditor's Account with the Treasurer*
- *Payroll & Additive Totals*
- *Highway Expenditures Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

7. Scheduled Agenda Items

8. Regular Business

A. Action to approve Resolution #20-14: a plat of Lot 1A, Block 2, Sunset Point Addition in Government Lots 3 & 4 of Section 22, Township 112 North, Range 47 West of the 5th Principal Meridian, Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 20-14 2020plat005.pdf](#)

B. Action to approve Resolution #20-15: a plat of East Water Tower Addition in the E ½ of the SE ¼, except the S880' thereof, and except the North 33 feet (N33') Highway Right of Way thereof, in Section 23-T110N-R51W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 20-15 2020plat006.pdf](#)

C. Action to approve Resolution #20-16: a plat of Lots 1, 2, 3, 4, 5, 6, 7, 8A and 9A 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 20-16 2020plat007.pdf](#)

- D. Action to approve Resolution #20-17: a plat of Block 21; Block 22; Block 23; Silverthorne Circle; and Castle Rock Circle of Timberline Addition, in the East 1635 feet of the N ½ of the NW ¼, except Clites Addition, and except the East 264 feet thereof, in Section 34-T110-R50W of the 5th P.M., Brookings County, South Dakota.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Res 20-17 2020plat008.pdf](#)

- E. Action to approve Abatement #20-28: an abatement application made by Dustin Nelson for parcel #31026-00100-003-05 in the amount of \$1,473.16.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Abatement Info.pdf](#)
[Abatement 20-28 Nelson.pdf](#)

- F. Action to approve Abatement #20-29: an abatement application made by Dustin Nelson for parcel #31026-00100-004-05 in the amount of \$487.46.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Abatement 20-29 Nelson.pdf](#)

- G. Action to approve Agreement #20-16: an application for occupancy of right-of-way of county highways made by Big Sioux Community Water System in Trenton Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 20-16 ROW.pdf](#)

- H. Action to approve Agreement #20-17: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Sterling Township.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 20-17 ROW.pdf](#)

- I. Action to approve a Request to Fill Vacancy for two Temporary Seasonal Laborers in the Highway Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Highway.pdf](#)

- J. Action to approve a Request to Fill Vacancy for a Finance Assistant II in the Finance Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Finance Asst II.pdf](#)

- K. Action to approve a Request to Fill Vacancy for a Finance Assistant I in the Finance Office.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Finance Asst I.pdf](#)

- L. 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](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Surplus Cash Analysis.pdf](#)
[Staffing Update.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence received

Documents:

[DENR to Hilltop 03-30.pdf](#)
[DENR to Hilltop 04-07.pdf](#)
[DENR to Luze, Sons.pdf](#)

12. Executive Session - in accordance with SDCL §1-25-2(6): Security Information

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

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.