



**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, October 6, 2020**

**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:

[09-22-2020 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 10062020.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.pdf](#)

## 6. Routine Business

A. Approval of claims

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

Documents:

[CLAIMS 10.6.2020.pdf](#)  
[October Cell Phones.pdf](#)

B. Department Head reports

i. Highway Department

Documents:

[Highway Report.pdf](#)

## 7. Scheduled Agenda Items

A. 9:00 AM - Samara Avenue Discussion, Volga City Administrator Jameson Berreth

B. 9:30 AM - Public Hearing on Highway & Bridge Improvement 5-Year Plan

i. Action to approve the Brookings County Highway Department's 2021 Highway & Bridge Improvement 5-Year Plan.

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

Documents:

[Highway, Bridge Improvement 5-Year Plan.pdf](#)

C. 9:45 AM - Wellmark Blue Cross and Blue Shield Update, Sherri Matthews, Senior Account Manager with Wellmark BCBS

## 8. Regular Business

A. Action to give permission to the City of Elkton to proceed with the installation of crossing arms at the railroad crossing on County Road 13 in the City of Elkton.

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

B. Action to award the low bid for structure and approach grading on structure #06-120-053 to SF Civil Constructors (Sioux Falls Construction) in the amount of \$2,143,923.20, contingent upon the SDDOT concurrence with the recommendation and bid amount.

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

Documents:

[Bid Tab - Structure 06-120-053.pdf](#)

- C. Action to appoint Lori Schultz as Interim Finance Officer effective November 16, 2020 through December 31, 2020 and authorize Chairperson Bartley to sign the Personnel Action Notice in accordance with the appointment

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

Documents:

[PAN - Schultz.pdf](#)

- D. Action to approve a Request to Fill Vacancy for a Senior Finance Assistant in the Finance Office.

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

Documents:

[RFV - Senior Finance Assistant.pdf](#)

- E. Action to declare a 100-gallon tank with trailer as surplus property to be disposed of.

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

Documents:

[Surplus - tank and trailer.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)

[Detention Center Remodel Executive Summary.pdf](#)

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

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

- A. Correspondence received

Documents:

[Thank You note, Girls Boys Club.pdf](#)

### **12. Executive Session - in accordance with SDCL §1-25-2(1)(3)(4): personnel, consulting with legal counsel, 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**

- *October 2, Friday: County Tour, 8:30 a.m. leaving from the Brookings City & County Government Center*
- *October 2, Friday: Jail expansion & Remodel Groundbreaking, 4:00 p.m. at the*

*Detention Center, 315 7th Ave, Brookings*

- *October 12, Monday: County Offices closed in honor of the Native American Day holiday*
- *October 27, Tuesday: Department Head Reviews, 8:00 a.m. in the Chambers of the Brookings City & County Government Center*
- *November 11, Wednesday: County Offices closed in honor of the Veterans Day holiday*
- *November 13, Friday: Retirement Open House for Finance Officer Vicki Buseth, 2:00-4:00 p.m. with a short program at 3:00 p.m. in the Chambers of the Brookings City & County Government Center*
- *November 26-27, Thursday & Friday: County Offices closed in honor of the Thanksgiving holiday*

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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.