



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

**1. 8:30 AM Call to Order on Tuesday, January 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:

[01-07-2020 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 20200121.pdf](#)

D. Approval of the Human Services report

Documents:

[Human Services Report.pdf](#)

**6. Routine Business**

A. Approval of claims

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

Documents:

[2019 Claims Payable 1.21.20.pdf](#)  
[2020 Claims Payable 1.22.20.pdf](#)  
[Jan Dept of Revenue 1.10.20.pdf](#)

B. Department Head reports

i. Community Health - Jen Burns, Community Health Nurse

Documents:

[Community Health Report.pdf](#)

ii. Highway

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](#)

D. Be it Noted Items:

- i. Volunteers with the Brookings County Outdoor Adventure Center and severe weather storm spotters are to be listed in the minutes for work comp purposes.

Documents:

[Volunteers.pdf](#)

**7. Scheduled Agenda Items**

A. 9:00 AM - 2020 Asphalt Bids - Adam Polley, Clark Engineering

- i. Action to approve the low asphalt bid

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

Documents:

[Asphalt Bid Tabulations.pdf](#)  
[Notice of Award - 2020 Surfacing Project.pdf](#)

B. 9:05 AM - State's Attorney's 2019 Annual Report - Dan Nelson, Brookings County State's Attorney

Documents:

[States Attorney Report.pdf](#)  
[2019 Stats - SA Annual Report.pdf](#)

C. 9:30 AM - Drainage Board Meeting

- i. Recess as the Brookings County Board of County Commissioners
- ii. Convene as the Brookings County Drainage Board

Documents:

[Brookings County Drainage Info.pdf](#)

- a. Deer Creek Watershed Drainage Update
- b. Medary Township Update
- iii. Adjourn as the Brookings County Drainage Board
- iv. Reconvene as the Brookings County Board of County Commissioners

**8. Regular Business**

- A. First Reading on Ordinance #2020-01: an ordinance authorizing rezoning of "S150' of the E165' of Lot 1 Krogman 1st Addition in the SE 1/4 of SE 1/4 of Section 16, T110N, R50W (Brookings Township)" from a Joint Jurisdiction R-1B to Joint Jurisdiction B-3.

*Action: Read Ordinance, Announce Date/Time of Second Reading*

Documents:

[Ord 20-01 Joint Jurisdiction Rezoning.pdf](#)

- i. The Second Reading and Public Hearing will be Tuesday, February 18, 2020 at 9:00 AM.

- B. Action to remove Resolution #20-02: a resolution setting pay for election officials in 2020 from the table.

*Action: Motion to Remove from the Table, Voice Vote*

Documents:

[Election Worker Pay Info.pdf](#)

- i. Motion by Boersma, seconded by Krogman to approve the resolution at the 01/07/2020 Commission meeting.

*Action: Comments, Roll Call*

- C. Action to approve Resolution #20-03 a resolution setting weight limit enforcements on Brookings County highways.

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

Documents:

[Res 20-03 Highway Weight Limits.pdf](#)

- D. Action to approve Agreement #20-01: an agreement for voluntary right-of-way

donation between Brookings County and James Gruber.

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

Documents:

[Agr 20-01 ROW Gruber.pdf](#)

E. Action to authorize the Finance Officer to issue distress warrants to the Sheriff's Office for collection in accordance with SDCL 10-21-31.

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

Documents:

[2018 Unpaid Mobile Homes List.pdf](#)

F. Action to approve a board appointment to the Brookings Health System Board - 1 position, filling an unexpired term through December 31, 2020.

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

i. Mary Anne Krogh

Documents:

[Brookings Health System - Krogh.pdf](#)

ii. Craig Pahl

Documents:

[Brookings Health System - Pahl.pdf](#)

G. Action to approve the 4-H Promotion and Expansion Committee Roster.

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

Documents:

[4-H Promotion Expansion Roster.pdf](#)

H. Action to approve a Request to Fill Vacancy for an Equipment Operator in the Highway Department.

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

Documents:

[RFV Equipment Operator.pdf](#)

I. Action to approve a Request to Fill Vacancy for a Courtroom Deputy Sheriff in the Sheriff's Office.

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

Documents:

[RFV Courtroom Deputy.pdf](#)

J. Action to declare items as surplus property to be transferred from the State's Attorney's Office to the Sheriff's Office and to declare items as surplus property to be destroyed.

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

Documents:

[Surplus Items - States Attorney - Transfer.pdf](#)  
[Surplus Items - States Attorney - Destroy.pdf](#)

K. Action to approve the cell phone reimbursements for 2020.

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

Documents:

[County Cell Phone Reimbursements.pdf](#)

L. Action to approve and publish the rates/salaries for county employees for fiscal year 2020.

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

Documents:

[2020 Employee Wages.pdf](#)

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

Documents:

[Surplus Cash Analysis.pdf](#)  
[NACo Legislative Conference.pdf](#)  
[Resilient Community.pdf](#)  
[Legislative Session Info.pdf](#)  
[County Infrastructure Bill Draft.pdf](#)  
[Census Bureau Content Email.pdf](#)

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

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

A. Correspondence received

Documents:

[Employee Committee Thank You.pdf](#)  
[SkyChaser Newsletter.pdf](#)  
[DENR to Volga Dairy.pdf](#)  
[SDSU Extension 2019 Annual Report.pdf](#)

## **12. Executive Session - in accordance with SDCL §1-25-2(4): 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**

- *January 20, Monday: County offices closed in honor of the Martin Luther King Jr. holiday*
- *January 24, Friday: County Holiday Party (Rescheduled), 5:00-8:30 PM, The 9 Bar*

*& Nightclub, Brookings.*

- *February 5, Wednesday: SD Resilient Community working meeting, 8:30 AM, Research Park, Brookings.*
- *February 11, Tuesday: Youth in Government Day, Optimist Club breakfast at 7:00 AM at Prairie Cafe, Brookings.*
- *February 15, Saturday: District 7 Legislative Forum, 9:00 AM, Chambers of the Brookings City & County Government Center.*
- *February 17, Monday: County offices closed in honor of the Presidents Day holiday.*
- *February 18, Tuesday: Meeting with Russian delegation, 1:30 - 3:00 PM, Community Room of the Brookings City & County Government Center.*
- *February 22, Saturday: District 4 & 7 Legislative Forum, 9:00 AM, Chambers of the Brookings City & County Government Center.*
- *February 29, Saturday: District 7 Legislative Forum, 9:00 AM, Chambers of the Brookings City & County Government Center.*

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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.