



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

**Brookings County Commission meetings are still open to the public! 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. 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 or ITC channel 168.**

**1. 8:30 AM Call to Order on Tuesday, March 24, 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:

[03-10-2020 Minutes.pdf](#)

[03-17-2020 Minutes.pdf](#)

**B. Approval of travel requests**

Documents:

[Travel Requests.pdf](#)

**C. Approval of personnel action notices**

Documents:

[Personnel Action Notice Report 03242020.pdf](#)

**D. Approval of cellular authorizations**

E. 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:

[Claims Payable 3.24.20.pdf](#)  
[March Dept of Rev 3.09.20.pdf](#)

B. Department Head reports

C. Finance Officer's Report

*Be it noted items:*

- *Auditor's Account with the Treasurer*
- *Payroll and Additive Totals*
- *Highway Expenditures Report*
- *Register of Deeds Statement of Fees Collected*
- *2020 Investment Policy with Yearly Transfers*

Documents:

[Finance Officer Report.pdf](#)  
[2020 Investment Policy.pdf](#)

D. Be it noted item: Volunteers with the Brookings County Outdoor Adventure Center are to be listed in the minutes for work comp purposes.

Documents:

[Archery Range Volunteers.pdf](#)

**7. Scheduled Agenda Items**

A. 9:00 AM - City of Volga, Samara Avenue Discussion

**8. Regular Business**

A. Action to approve Resolution #20-11: a resolution changing the location of the Vote Center site in Sinai, South Dakota.

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

Documents:

[Res 20-11 Sinai Vote Center.pdf](#)

B. 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, Roll Call*

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](#)

- C. Action to approve Agreement #20-15: a State of South Dakota Department of Transportation Joint Powers Agreement for pocket gopher baiting services.

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

Documents:

[Agr 20-15 Pocket Gophers.pdf](#)

- D. Action to approve Abatement #20-13: an abatement request made by Terry and Nancy Swenson for parcel #34075-00800-008-00 in the amount of \$360.25.

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

Documents:

[Abatement Info.pdf](#)  
[Abatement 20-13.pdf](#)

- E. Action to approve Abatement #20-22: an abatement request made by United Parish of Elkton for parcel #34450-01300-001-00 in the amount of \$1,114.07.

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

Documents:

[Abatement 20-22.pdf](#)

- F. Action to approve Abatement #20-23: an abatement request made by Bradley and Tammy Hanson for parcel #31225-00000-011-00 in the amount of \$30.63.

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

Documents:

[Abatement 20-23.pdf](#)

- G. Action to approve Abatement #20-27: an abatement request made by Christina and Nicholas Castillo for parcel #31185-00300-006-00 in the amount of \$56.81.

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

Documents:

[Abatement 20-27.pdf](#)

- H. Action to approve the low bid for weed chemicals on all items listed from VanDiest Supply, Ramsdell's, and AgFirst Farmer's Coop.

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

Documents:

[Weed Bids.pdf](#)

- I. Board Appointment:

- i. Action to fill a position for the remaining 2 years of an unexpired term, representing District 1, on the Planning & Zoning Commission.

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

- a. Kyle VanderWal

Documents:

[Planning Zoning - VanderWal.pdf](#)

J. Presentation of the FY2019 Annual Report

- i. 2019 Annual Report - Finance Office

Documents:

[2019 Annual Report - Finance.pdf](#)

- ii. 2019 Annual Report - Commission Department

Documents:

[2019 Annual Report - Commission.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Yearly Comparisons.pdf](#)  
[Culvert Project Letter.pdf](#)

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

**11. Commissioner Reports and Discussion Items**

- A. Correspondence received

Documents:

[Skychaser Newsletter.pdf](#)  
[Boys and Girls Club Thank You.pdf](#)  
[DENR to Kodiak Pork.pdf](#)

**12. Executive Session - in accordance with SDCL §1-25-2(4)(6): Contract Negotiations, 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*

**14. Public Notices**

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.