



**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 8, 2019**

**2. Pledge of Allegiance**

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

*Action items will 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:

[12-27-2018 Minutes.pdf](#)

[01-02-2019 Minutes.pdf](#)

B. Approval of travel & education requests.

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices.

Documents:

[Personnel Action Notice Report0108.pdf](#)

D. Approval of cellular allowances.

Documents:

[Cellular Authorizations\\_Redacted.pdf](#)

E. Approval of technology stipends.

Documents:

## 6. Routine Business

### A. Approval of claims.

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

Documents:

[2018 Claims 1.8.19.pdf](#)  
[2019 Claims 1.9.19.pdf](#)  
[Jan Cell Phones 1.8.19.pdf](#)

### B. Department Head reports.

#### i. County Development

Documents:

[County Dev Staff Report.pdf](#)  
[County Dev 2018 Report.pdf](#)

### C. Be it noted items:

*Action: Note the items to be listed in the minutes*

#### 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:

[BCOAC Volunteers.pdf](#)  
[Storm Spotters.pdf](#)

#### ii. Chairperson Bartley is authorized to sign Personnel Action Notice forms for Robert Hill and Richard Haugen to receive a salary reimbursement from the South Dakota Office of Emergency Management.

Documents:

[Personnel Action Forms - Hill, Haugen.pdf](#)

## 7. Scheduled Agenda Items

## 8. Regular Business

### A. Action to approve Resolution #19-01: a resolution setting meeting pay and per diem rates for volunteer county boards for 2019.

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

Documents:

[Res 19-01 Meeting Pay, Per Diem.pdf](#)

### B. Action to approve Resolution #19-02: a resolution setting the pay for election workers in 2019.

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

Documents:

[Res 19-02 Pay for Elections.pdf](#)

- C. Action to approve Agreement #19-01: a letter of agreement between Brookings County and First District Association of Local Governments to update the County's Hazmat Plan.

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

Documents:

[Agr 19-01 Hazmat.pdf](#)

- D. Action to approve two Request to Fill Vacancies for Deputy Sheriff in the Sheriff's Department.

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

Documents:

[RFV - Deputy 1.pdf](#)

[RFV - Deputy 2.pdf](#)

- E. Action to approve a Request to Fill Vacancy for a Full-Time Female Correctional Officer in the Sheriff's Department.

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

Documents:

[RFV - Correctional Officer.pdf](#)

- F. Action to approve the Brookings Register, Volga Tribune, Tri-City Star and Elkton Record as the legal papers of Brookings County for 2019.

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

- G. Action to approve the official depositories for Brookings County funds and moneys for 2019 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dakotah Bank, Wells Fargo, Great Western Bank, and Metabank.

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

- H. Action to approve board assignments and department liaisons for 2019.

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

Documents:

[2019 Board Appointments.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)

[Conservation District Meeting Agenda.pdf](#)

[SDRS Board of Trustees Election.pdf](#)

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

## 11. Commissioner Reports and Discussion Items

A. Correspondence received.

Documents:

[Public Utilities Commission Letter.pdf](#)  
[Christmas Kids Cops Letter.pdf](#)

## 12. Adjournment

*Action: Motion to Approve, Voice Vote*

## 13. Public Notices

- *January 14, Monday: Volga Fire Department County Feed, 5:30 p.m. at the Volga Fire Department.*
- *January 16, Wednesday: Brookings Day at the Legislature, Pierre.*
- *January 21, Monday: County offices will be closed in honor of the Martin Luther King Jr. Day holiday.*

---

**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.