



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

**1. 8:30 AM Call to Order on Tuesday, March 12, 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:

[02-19-2019 Minutes.pdf](#)

[02-26-2019 Work Session Minutes.pdf](#)

B. Approval of travel & education

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report031219.pdf](#)

D. Approval of Human Services report

Documents:

[Human Services Report.pdf](#)

**6. Routine Business**

A. Approval of claims

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

Documents:

[Cell Phones 3.12.19.pdf](#)

[Claims Payable 3.12.19.pdf](#)

B. Employee Recognition of Milestone Anniversaries

- i. Sheriff Marty Stanwick - 20 years in January
- ii. Director of Equalization Jacob Brehmer - 10 years in February
- iii. County Development Director Robert Hill - 20 years in February
- iv. Heavy Equipment Operator Randy Ribstein - 35 years in March

C. Department head reports

- i. Highway Department

Documents:

[Highway Dept Report.pdf](#)

- ii. Brookings County Outdoor Adventure Center

Documents:

[BCOAC Report.pdf](#)

**7. Scheduled Agenda Items**

**8. Regular Business**

- A. Action to approve Resolution #19-10: a plat of WWTF Lagoon Addition in the N 1/2 of Section 24-T110N-R51W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 19-10 2019plat003.pdf](#)

- B. Action to rescind Resolution #16-12: a resolution to formally establish the Brookings County Jail Expansion Advisory Committee.

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

Documents:

[Res 16-12 Jail Expansion Advisory Committee.pdf](#)

- C. Action to rescind Resolution #19-09: a letter of contract between Brookings County and Banner Associates, Inc. for construction administrative services of overlay projects.

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

- D. Action to approve Agreement #19-09: a letter of contract between Brookings County and Banner Associates, Inc. for construction administration services of overlay projects.

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

Documents:

[Agr 19-09 Banner Letter of Contract.pdf](#)

- E. Action to approve Agreement #19-12: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Volga Township.

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

Documents:

[Agr 19-12 ROW Sioux Valley Energy.pdf](#)

- F. Action to approve Agreement #19-13: an easement agreement for use of county road right-of-way made by Old Tree Farms/Frido Verpaalen.

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

Documents:

[Agr 19-13 Easement Old Tree Farms.pdf](#)

- G. Action to approve Agreement #19-14: a delinquent tax payment agreement in the amount of \$7,141.06.

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

Documents:

[Agr 19-14 Delinquent Tax Payment.pdf](#)

- H. Action to approve an elderly tax freeze application.

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

Documents:

[Agr 19-14 Late Elderly Tax Freeze.pdf](#)

- I. Action to approve Abatement #19-01: an abatement request made by Matthew Schmidt for parcel #40677-00300-022-00 in the amount of \$104.70.

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

Documents:

[Abatements.pdf](#)

[Abatement 19-01.pdf](#)

- J. Action to approve Abatement #19-02: an abatement request made by Scott Peterson for parcel #15980-10951-091-00 in the amount of \$1,560.30.

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

Documents:

[Abatement 19-02.pdf](#)

- K. Action to approve Abatement #19-03: an abatement request made by Dan DeYoung for parcel #37999-00237-014-00 in the amount of \$48.16.

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

Documents:

[Abatement 19-03.pdf](#)

- L. Action to approve Abatement #19-04: an abatement request made by Brookings Municipal Utilities for parcel #40412-00200-002-00 in the amount of \$49.70.

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

Documents:

[Abatement 19-04.pdf](#)

- M. Action to approve Abatement #19-05: an abatement request made by the City of Brookings for parcel #40412-00200-001-00 in the amount of \$424.42.

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

Documents:

[Abatement 19-05.pdf](#)

- N. Action to approve Abatement #19-06: an abatement request made by the City of Brookings for parcel #40311-0000-001-00 in the amount of \$71.28.

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

Documents:

[Abatement 19-06.pdf](#)

- O. Action to approve Abatement #19-07: an abatement request made by the City of Brookings for parcel #40265-01000-053-05 in the amount of \$30.53.

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

Documents:

[Abatement 19-07.pdf](#)

- P. Action to approve Abatement #19-08: an abatement request made by the City of Brookings for parcel #40160-00300-010-00 in the amount of \$969.53.

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

Documents:

[Abatement 19-08.pdf](#)

- Q. Action to approve Abatement #19-09: an abatement request made by the City of Brookings for parcel #40160-00300-010-05 in the amount of \$225.47.

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

Documents:

[Abatement 19-09.pdf](#)

- R. Action to approve Abatement #19-10: an abatement request made by the City of Brookings for parcel #40160-00300-009-00 in the amount of \$1,302.07.

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

Documents:

[Abatement 19-10.pdf](#)

- S. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County, Sheriff's Office GL line 101-4-411-4250, receipt #451533, in the amount of \$1,897.17 for reimbursement for a damaged patrol car.

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

Documents:

[Automatic Supplement - Sheriff.pdf](#)

- T. Approval of Highway bids:

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

Documents:

[2019 Bid Letting.pdf](#)

- i. Action to award Bid #1 for rubberized crack filling material for all items listed from BrockWhite Construction Material, Sioux Falls, SD.

Documents:

[Bid 1 - Rubberized Crack Filling Material.pdf](#)

- ii. Action to award Bid #2 for road oil for all items listed from Flint Hills Resources LP, Marshall, MN and Jebro Inc., Sioux City, IA.

Documents:

[Bid 2 - Road Oil.pdf](#)

- iii. Action to award Bid #3 for 3/4 crushed gravel to low bid on all items listed from Sterzinger Construction, Elkton, SD.

Documents:

[Bid 3 - 0.75 Crush Gravel.pdf](#)

- iv. Action to award Bid #4 for screened gravel to low bid on all items listed from Johnson Brothers, Madison, SD.

Documents:

[Bid 4 - Screened Gravel.pdf](#)

- v. Action to award Bid #5 for equipment rental to low bid on all items from Prussman Contracting, Brookings, SD.; Titan Rentals, Sioux Falls, SD.; and Bowes Construction, Brookings, SD.

Documents:

[Bid 5 - Equipment Rental.pdf](#)

- vi. Action to award Bid #6 for HR class asphalt to low bid on all items listed from Bowes Construction, Brookings, SD.

Documents:

[Bid 6 - HR Class Asphalt.pdf](#)

- vii. Action to award Bid #7 for bituminous hot mix to low bid on all items listed from Bowes Construction, Inc., Brookings, SD.

Documents:

[Bid 7 - Bituminous Hot Mix.pdf](#)

- viii. Action to award Bid #8 for cover aggregate to low bid on all items listed from L.G. Everist, Sioux Falls, SD and Johnson Brothers, Madison, SD.

Documents:

[Bid 8 - Cover Aggregate.pdf](#)

U. Approval of bid agreements:

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

- i. Action to approve Agreement #19-15: a purchase agreement between Brookings County and BrockWhite of Sioux Falls, SD for rubberized crack filling material.

Documents:

[Agr 19-15 BrockWhite.pdf](#)

- ii. Action to approve Agreement #19-16: a purchase agreement between Brookings County and Flint Hills of Marshall, MN for road oil.

Documents:

[Agr 19-16 Flint Hills.pdf](#)

- iii. Action to approve Agreement #19-17: a purchase agreement between Brookings County and Jebro, Inc. of Sioux City, IA for road oil.

Documents:

[Agr 19-17 Jebro Inc.pdf](#)

- iv. Action to approve Agreement #19-18: a purchase agreement between Brookings County and Sterzinger Construction of Elkton, SD for 3/4 crushed gravel.

Documents:

[AGR 19-18 Sterzinger.pdf](#)

- v. Action to approve Agreement #19-19: a purchase agreement between Brookings County and Johnson Brothers, Inc. of Madison, SD for cover aggregate and screened gravel.

Documents:

[Agr 19-19 Johnson Brothers.pdf](#)

- vi. Action to approve Agreement #19-20: a purchase agreement between Brookings County and Bowes Construction of Brookings, SD for HR class asphalt.

Documents:

[Agr 19-20 Bowes Constrction.pdf](#)

- vii. Action to approve Agreement #19-21: a purchase agreement between Brookings County and Bowes Construction, Inc. of Brookings, SD for bituminous hot mix.

Documents:

[Agr 19-21 Bowes Construction.pdf](#)

- viii. Action to approve Agreement #19-22: a purchase agreement between Brookings County and L.G. Everist of Sioux Falls, SD for cover aggregate.

Documents:

[Agr 19-22 LG Everist.pdf](#)

- V. Action to approve a request to fill vacancy for a Deputy Sheriff in the Sheriff's Office.

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

Documents:

[RFV - Deputy.pdf](#)

- W. Action to approve a request to fill vacancy for an Appraiser in the Department of Equalization.

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

Documents:

[RFV - Appraiser.pdf](#)

- X. Action to approve a request to fill vacancy for a part-time Membership Assistant at the Brookings County Outdoor Adventure Center.

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

Documents:

[RFV - Membership Assistant.pdf](#)

- Y. Jail Matters:

- i. Review of Construction Manager At-Risk Requests for Proposals

Documents:

[3.7.2019 - DRAFT Brookings County-CMAR-RFP.docx.pdf](#)

- ii. Scheduling of a tour of jails with steel cells

## 9. Commission Department Director Report

Documents:

[Commission Dept Report.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Easter Weekend.pdf](#)  
[Daschle Dialogues.pdf](#)  
[Prairie Nightingale Spring Social.pdf](#)

## 10. States Attorney's Office Report

## 11. Commissioner Reports and Discussion Items

A. Correspondence received

Documents:

[BEDC Update.pdf](#)  
[BCYMP Thank You.pdf](#)  
[SDPAA Government Practices Hotline.pdf](#)

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

## 13. Adjournment

*Action: Motion to Approve, Voice Vote*

## 14. Public Notices

- *March 13, Wednesday & March 14, Thursday: SDACC Spring Workshop at the Ramkota in Pierre.*
- *March 20, Wednesday: Sioux Valley Commissioner's Association quarterly meeting, 12:00 p.m. at Our Redeemer Lutheran Church, Bryant.*
- *April 2, Tuesday: Chamber/CVB/BEDC Annual Meeting, 5:00 - 7:00 p.m. at the Swiftel Center in Brookings.*
- *April 9, Tuesday: Equalization Boards, 1:00 p.m. in the Chambers of the Brookings City & County Government Center in Brookings.*

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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.