



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

**1. 8:30 AM Call to Order on Tuesday, May 7, 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:

[04-23-2019 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report05072019.xlsx.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:

[Claims Payable 5.7.19.pdf](#)  
[May Cell Phones 5.7.19.pdf](#)

B. Department Head reports

i. Finance Office

Documents:

[Finance Office Report.pdf](#)

ii. Highway Department

Documents:

[Highway Department Report.pdf](#)

iii. Brookings County Outdoor Adventure Center

Documents:

[BCOAC Report.pdf](#)

iv. County Development Department

- *Be it noted: the SLA quarterly report for the second quarter of 2019 was signed by Chairperson Bartley.*

*Action: Read "Be it noted" item for minutes*

Documents:

[County Development Report.pdf](#)

**7. Scheduled Agenda Items**

- A. 9:00 AM - Action to remove Resolution #18-51: a resolution modifying the Brookings County Highway System due to the review of the primary county highway system, from the table. (Tabled on 12/18/18, 01/22/19, 03/26/19)

*Action: Motion to Approve, Voice Vote*

Documents:

[Res 18-51 Highway System.pdf](#)

- i. Public Hearing and action to approve Resolution #18-51: a resolution modifying the Brookings County Highway System due to the review of the primary county highway system. (Motion by Jensen, seconded by Krogman to approve the resolution on 12/18/18).

*Action: Open Public Hearing, Public Comments, Close Public Hearing, Board Comments, Roll Call*

- B. 9:15 AM - Discussion and possible action to approve closing a portion of Broadway Avenue (County Road 23) in the City of Aurora for Gala Days on August 3, 2019. Pat Tingle, Chairperson of the Aurora Gala Days Committee, presenting.

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

Documents:

[Gala Days Map.pdf](#)

- C. 9:20 AM - Discussion and possible action to approve a request from Isaac Wilde, Wilde Air Service, LLC, to land an airplane on county roads. Isaac Wilde or Wilde Air Services, LLC presenting.

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

Documents:

[Permit to Land Aircraft on County Highways - Wilde.pdf](#)

## **8. Regular Business**

- A. Action to approve Agreement #19-27: an agreement for voluntary right-of-way donation made by Joel L. Koch (Koch & Sons Farms, Inc.), 21008 484th Ave., Elkton.

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

Documents:

[Agr 19-27 ROW Koch.pdf](#)

- B. Action to approve Agreement #19-28: an agreement for voluntary right-of-way donation made by Philip T. Davis (So Dak Holding, LLC), 2830 E 3725 N, Layton, OH.

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

Documents:

[Agr 19-28 ROW Davis.pdf](#)

- C. Action to approve Agreement #19-29: an application for occupancy of right-of-way of county highways made by Clark Engineering for NorthWestern Energy in Brookings Township.

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

Documents:

[Agr 19-29 ROW Clark Engineering.pdf](#)

- D. Action to approve Abatement #19-17: an abatement application made by the City of Brookings for parcel #40960-11049-302-10 in the amount of \$13,365.62.

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

Documents:

[Abatement Letter.pdf](#)  
[Abatement 19-17.pdf](#)

- E. Action to approve Abatement #19-23: an abatement application made by Daniel J. Carter for parcel #40381-00800-001-00 in the amount of \$165.52 for 2018, \$167.62 for 2017, and \$171.86 for 2016.

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

Documents:

[Abatement 19-23.pdf](#)

- F. Action to approve Abatement #19-24: an abatement application made by Karen Korkow for parcel #40385-00200-005-05 in the amount of \$589.80.

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

Documents:

[Abatement 19-24.pdf](#)

- G. Action to approve Abatement #19-25: an abatement application made by Shad Swedlund for parcel #11150-11252-053-45 in the amount of \$777.46.

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

Documents:

[Abatement 19-25.pdf](#)

- H. Action to correct the minutes from March 12, 2019: 3/4" Crushed Gravel bid by Sterzinger Construction should be North Part/40,000 ton - \$4.85; South Part/40,000 ton - \$4.75.

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

Documents:

[March 12 2019 Minutes Information.pdf](#)

- I. Action to approve a Request to Fill Vacancy for an Office Coordinator in the State's Attorney's Office.

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

Documents:

[RFV - Office Coordinator.pdf](#)

- J. Action to approve the Request for Proposals for Construction Manager at Risk for the jail expansion project.

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

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

Documents:

[Commission Dept Report.pdf](#)

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

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

- A. Correspondence Received

Documents:

[DENR to Volga Dairy.pdf](#)

## 12. Adjournment

*Action: Motion to Approve, Voice Vote*

## 13. Public Notices

- *May 6, Monday: Tour of jail facilities at Renville County, Olivia, MN.*
- *May 22, Wednesday: Sioux Valley Commissioner's meeting (10 County) hosted by Moody County.*
- *May 27, Monday: County Offices will be closed in honor of the Memorial Day holiday.*
- *June 4, Tuesday: Mental Health Task Force presentation, 3:30 p.m. in the Chambers of the Brookings City & County Government Center.*
- *June 11, Tuesday: Budget Hearings. 8:30 a.m. - 5:00 p.m. in the Community Room of the Brookings City & County Government Center.*
- *June 12, Wednesday: Budget Hearings. 8:30 a.m. - 12:00 p.m. in the Community Room 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.