



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

**1. 8:30 AM Call to Order on Tuesday, June 18, 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:

[06-04-2019 Minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 06182019.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 6.18.19.pdf](#)  
[Dept of Revenue 6.6.19.pdf](#)

B. Recognition of Employees' Anniversaries

1. *Manny Langstraat - 5 years in May*
2. *Greg Enz - 10 years in April*
3. *Jere Hieb - 10 years in April*
4. *Tammy Hanson - 15 years in June*
5. *Scott Sebring - 20 years in April*
6. *Cliff Friedrich - 20 years in June*

C. Department Head reports

i. Highway Department Report

Documents:

[Highway Dept Report.pdf](#)

ii. Veterans & Human Services report

Documents:

[Veterans Services Report.pdf](#)

D. 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](#)

**7. Scheduled Agenda Items**

A. 9:00 AM - Public Hearing on a Supplemental Budget Appropriation

*Action: Motion to Approve, Open/Close Public Hearing, Board Comments, Roll Call*

i. Action to approve Resolution #19-17: a Supplemental Budget Resolution.

Documents:

[Res 19-17 Supplemental Budget.pdf](#)

B. 9:05 AM - Discussion and possible action regarding the Medary Monument, Janet Gritzner and Nancy Stewart presenting.

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

- C. 9:30 AM - Discussion on BCOAC parking lot, City Engineer Lackie Lanning presenting.
- D. 10:30 AM - BKV Jail Expansion Design Development Update.

## 8. Regular Business

- A. Action to approve Resolution #19-18: a Plat of Lucas Addition in the NW 1/4 of Section 11-T111N-R49W of the 5th P.M., Brookings County, South Dakota.

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

Documents:

[Res 19-18 2019plat007.pdf](#)

- B. Action to approve Agreement #19-37: an application for occupancy of right-of-way of county highways made by the City of Elkton, in Elkton Township.

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

Documents:

[Agr 19-37 ROW City of Elkton.pdf](#)

- C. Action to approve low bid for lawn care and snow removal services to Razor's Edge.

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

Documents:

[City Council Agenda Memo - Lawn Care.pdf](#)

- D. Action to approve a petition creating the Bortnem Beach Road District.

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

Documents:

[Bortnem Beach Road District Info.pdf](#)

- E. Action to approve spending \$5,000 toward a cost/benefit survey for the 2019 20th Street Interchange grant application.

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

- F. 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](#)

- G. 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](#)

- H. 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](#)

- I. Action to approve the appointment of Holly Liles to the Housing & Redevelopment Commission.

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

Documents:

[Housing, Redevelopment - Liles.pdf](#)

- J. Discussion and possible action to approve the purchase of two repeaters.

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

- K. Discussion and possible action to approve township culvert grant applications.

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

Documents:

[Culvert Review Notes.pdf](#)

[Township Grant Info.pdf](#)

[Eureka Township Culvert Application 1.pdf](#)

[Eureka Township Culvert Application 2.pdf](#)

[Eureka Township Culvert Application 3.pdf](#)

[Oslo Township Culvert Application.pdf](#)

[Preston Township Culvert Application 1.pdf](#)

[Preston Township Culvert Application 2.pdf](#)

[Trenton Township Culvert Application.pdf](#)

[Volga Township Culvert Application.pdf](#)

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

Documents:

[Commission Dept Report.pdf](#)

[Surplus Cash Analysis.pdf](#)

[State Per Diem Rates.pdf](#)

[US14 Public Meeting.pdf](#)

[Resolutions Process.pdf](#)

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

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

- A. Correspondence received

Documents:

[DENR to Steve Ollerich Feedyards.pdf](#)

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

*Action: Motion to Enter into Executive Session, Voice Vote*

*Motion to Come Out of Executive Session, Voice Vote*

### 13. Adjournment

*Action: Motion to Approve, Voice Vote*

### 14. Public Notices

- *June 26th, Wednesday: STIP Review, 10:00 a.m., First District Association of Local Governments Office in Watertown.*
- *June 27th, Thursday: US14 – US14 Bypass Corridor Study Public Information Meeting, 5:30 p.m., Chambers of the City & County Government Center.*
- *July 4th, Thursday: County Offices will be closed in honor of the Independence Day holiday.*
- *July 15th – July 19th, Monday to Friday: Safety Week*
- *July 18th, Thursday: Safety Picnic at Pioneer Park 11:30 a.m. – 1:30 p.m.*
- *July 17th, Wednesday: First District picnic, 6:00 p.m., Memorial Park, Watertown.*

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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.