



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

*If you have any symptoms of COVID-19 or believe you may have been exposed, please consider watching the Commission meeting from home, broadcast live on Swiftel channel 19, ITC channel 168, or the Brookings County Youtube channel. You can also call in by dialing 605-697-8255 and entering code 6056968205 when prompted.*

**1. 8:30 AM Call to Order on Tuesday, January 19, 2021**

**2. Pledge of Allegiance**

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

*Five (5) minute time limit per person. 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:

[2021-01-05 County Commission minutes.pdf](#)

B. Approval of travel requests

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices

Documents:

[Personnel Action Notice Report 01192021.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:

[1.20.2021 \(2021\) CLAIMS.pdf](#)

[1.19.2021 \(2020\) CLAIMS.pdf](#)

### B. Department Head reports

#### i. Community Health

Documents:

[Community Health Report.pdf](#)

### C. Finance Officer's Report

*Be it Noted Items:*

- *Correction to claims process on January 5, 2020*
- *Auditor's Account with the Treasurer*
- *Payroll & Additives Report*
- *Highway Expenditures Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Claims Correction.pdf](#)

[Finance Officer Report.pdf](#)

### D. Be it Noted Items:

#### i. Volunteer Listings - Storm Spotters and BCOAC Volunteers

Documents:

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

#### ii. Wage Listings

Documents:

[2021 Employee Wages.pdf](#)

## 7. Scheduled Agenda Items

### A. 9:00 AM - Legislative Audit: FY2019 audit update and approval of engagement letter.

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

## 8. Regular Business

- A. Action to approve Agreement #21-02: a Memorandum of Understanding between SDSU Extension and Brookings County.

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

Documents:

[Agr 21-02 MOU SDSU Extension.pdf](#)

- B. Action to approve Agreement #21-03: a scheduled service agreement between Brookings County and Trane USA, Inc. for the Brookings County Outdoor Adventure Center.

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

Documents:

[Agr 21-03 Trane BCOAC.pdf](#)

- C. Action to approve four (4) late elderly tax freeze applications.

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

Documents:

[Elderly Tax Freeze Apps.pdf](#)

- D. Action to approve the 4-H Promotion and Expansion Committee Roster.

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

Documents:

[4-H Promotion and Expansion Committee Roster.pdf](#)

- E. Action to approve a Request to Fill Vacancy for an Investigations Sergeant in the Sheriff's Office.

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

Documents:

[RFV - Investigations Sgt.pdf](#)

- F. Action to approve a Request to Fill Vacancy for two Deputy Sheriffs in the Sheriff's Office.

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

Documents:

[RFV - Deputies.pdf](#)

- G. Action to approve a Request to Fill Vacancy for an Appraiser in Equalization Office.

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

Documents:

[RFV - Appraiser.pdf](#)

- H. Action to approve board appointments:

- i. Housing & Redevelopment Commission: 1 position, 5 year term expiring

December 31, 2025

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

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

Documents:

[Commission Dept Report.pdf](#)  
[Surplus Cash Analysis.pdf](#)  
[Work Plan Topics 2021.pdf](#)

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

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

A. Correspondence received

Documents:

[DENR Notice of Renewal of General Permit for Concrete Plants.pdf](#)  
[DENR to Hammink Dairy - As-Built Plans.pdf](#)  
[DENR to Hammink Dairy - Revised Cert.pdf](#)

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

*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**

- *January 18, Monday: County offices closed for the Martin Luther King Jr. holiday.*
- *January 20, Wednesday: Virtual Brookings/SDSU Day at the Capitol.*
- *February 15, Monday: County offices closed for the Presidents' Day holiday.*

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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.