



**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 5, 2016.**
2. **Pledge of Allegiance**
3. **Reorganization of the Board**
  - A. Election of Chairperson for 2016
  - B. Election of Vice-Chairperson for 2016
4. **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.*
5. **Approval of Agenda**
6. **Consent Agenda Items**
  - A. **Approval of minutes.**

Documents: [12-29 Commission Meeting.pdf](#)
  - B. **Approval of travel & education requests.**

Documents: [Travel Requests.pdf](#)
  - C. **Approval of personnel action notices.**

Documents: [Personnel Action Notice Report.pdf](#)
  - D. **Approval of cellular allowances.**

Documents: [Cellular Authorization - Biteler.pdf](#)
  - E. **Approval of the Human Services report.**

Documents: [HHS Report.pdf](#)
7. **Routine Business**
  - A. **Approval of claims.**

Documents: [2015 Claims Pd 1 05 16\\_a.pdf](#), [2016 Claims Pd 1 06 16\\_a.pdf](#), [Cell Phones 1 05 16.pdf](#)
  - B. **Department Head reports.**
    - i. **County Development Department**

- *Be it noted, the 1st quarter SLA report for 2016 was presented.*

## **8. Scheduled Agenda Items**

### **9. Regular Business**

#### **A. Action to approve Agreement #15-100: a Mail Presorting and Delivery Agreement between Brookings County and Qualified Presort Service, LLC.**

- *Tabled motion from the December 15 & December 29, 2015 meetings.*

Documents: [Agr 15-100 Previous Version.pdf](#), [Agr 15-100 Updated Version.pdf](#)

#### **B. Discussion and possible action to seek cost estimates from architects for an addition to the detention center.**

#### **C. Action to approve the Brookings Register, Volga Tribune, Tri-City Star and Elkton Record as the legal papers of Brookings County for 2016.**

Documents: [Legal Papers Expense List.pdf](#)

#### **D. Action to approve the official depositories for Brookings County funds and moneys for 2016 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dakota Bank, Wells Fargo, Home Federal, and Metabank.**

#### **E. Action to approve Resolution #16-01: a resolution setting the Official Pay Plan for FY2016 for Brookings County.**

Documents: [Res 16-01 Official Pay Plan.pdf](#)

#### **F. Action to approve Resolution #16-02: a resolution setting meeting pay and per diem rates for volunteer county boards for 2016.**

Documents: [Res 16-02 Volunteer Boards.pdf](#)

#### **G. Action to approve Resolution #16-03: a resolution setting the pay for election workers in 2016.**

Documents: [Res 16-03 Election Workers.pdf](#)

#### **H. Action to approve cell phone reimbursements for 2016.**

Documents: [2016 Cell Phone Reimbursements.pdf](#)

#### **I. Action to approve board assignments and department liaisons for 2016.**

Documents: [2016 Board Appointments.pdf](#)

## **10. Commission Department Director Report**

Documents: [Commission Dept Director Report.pdf](#), [SDPA Invitation.pdf](#), [Homeland Security Conference.pdf](#)

## **11. Deputy States Attorney's Report**

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

### **A. Correspondence received.**

Documents: [Conservation District Agenda.pdf](#), [Brookings Backpack Project.pdf](#),  
[Brookings Health System.pdf](#)

13. **Adjournment**

14. **Public Notices**

- *January 11: Volga Fire Department County Feed. Volga Fire Department, 5:30 p.m.*
- *January 14: Chamber Annual Meeting. Swiftel Center, 5:00-9:00 p.m.*
- *January 18: County Offices will be closed in honor of Martin Luther King, Jr. Day.*
- *January 20: Brookings Day at the Legislature in Pierre.*
- *January 27: South Dakota Pipeline Association's Coordinated Response Exercise for Pipeline program. Swiftel Center, 11:30 a.m.*

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