



**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 17, 2017**
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**
5. **Consent Agenda Items**

**A. Approval of minutes.**

Documents:

[01-03-2017 Minutes.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 the Human Services report.**

Documents:

[Human Services Report.pdf](#)

6. **Routine Business**

**A. Approval of claims.**

Documents:

[2016 Claims Pd 1.17.17.PDF](#)  
[2017 Claims Pd 1.18.17.PDF](#)

**B. Department Head reports.**

**i. Veterans & Human Services**

Documents:

[End of Year 2016 Collections.pdf](#)

**ii. County Development Department**

Documents:

[County Development 2016 Year End Report.pdf](#)

**iii. Community Health**

Documents:

[Community Health Quarterly Report.pdf](#)

**C. Finance Officer's report.**

*Be it noted:*

- *Auditor's Account with the Treasurer*
- *Payroll & Additive Totals*
- *Highway Expenditure Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

**7. Scheduled Agenda Items**

**8. Regular Business**

**A. Be it noted items:**

**i. Volunteers recognized by Brookings County for work comp purposes.**

Documents:

[RSVP List.pdf](#)  
[ARRL Club - Storm Spotters.pdf](#)

**ii. Brookings County employee wages for 2017.**

Documents:

[2017 Employee Wages.pdf](#)

**iii. Authorize Chairperson Jensen to sign the South Dakota Office of Emergency Management Report of Personnel Action for Robert Hill.**

Documents:

[Emergency Mgmt Peronnel Action Form - Hill.pdf](#)

- iv. **Authorize Chairperson Jensen to sign the South Dakota Office of Emergency Management Report of Personnel Action for Richard Haugen.**

Documents:

[Emergency Mgmt Peronnel Action Form - Haugen.pdf](#)

- B. **Action to authorize the Finance Office to issue distress warrants to the Sheriff's Office for collection in accordance with SDCL 10-22-31.**

Documents:

[List of Unpaid Mobile Home Taxes.pdf](#)

- C. **Action to declare items as surplus and sell via online auction.**

Documents:

[2017 Surplus Sale.pdf](#)

- D. **Action to approve a Request to Fill Vacancy for a full-time Finance Assistant in the Finance Office.**

Documents:

[Request to Fill Vacancy FT.pdf](#)

- E. **Action to approve a Request to Fill Vacancy for a part-time Finance Assistant in the Finance Office.**

Documents:

[Request to Create and Fill Vacancy PT.pdf](#)

- F. **Action to approve Agreement #17-01: a Memorandum of Understanding between SDSU Extension and Brookings County, South Dakota.**

Documents:

[MOU Extension.pdf](#)

9. **Commission Department Director Report**

Documents:

[Report.pdf](#)

[County Commissioners and Welfare Officials Workshop.pdf](#)

[Mental Health Task Force Draft Bill.pdf](#)

[ICAP Info.pdf](#)

[Retirement System - Commissioner Rep.pdf](#)

10. **Deputy States Attorney's Report**

**11. Commissioner Reports and Discussion Items**

**12. Executive Session**

*In accordance with SDCL 1-25-2(4) contract negotiations.*

**13. Adjournment**

**14. Public Notices**

- *January 16, Monday: County offices will be closed in honor of Martin Luther King Jr. Day.*
- *January 18, Wednesday: Commissioners will be traveling to Pierre to participate in Brookings Day at the Legislature.*
- *January 19, Thursday: South Dakota Pipeline Association Coordinated Response Exercise, 11:30 a.m. at the Swiftel Center.*
- *January 19, Thursday: Commissioners are invited to a retirement reception for Banner Associates' David Odens from 4:00 - 7:00 p.m. at the Innovation Center in Brookings.*
- *January 24, Tuesday: The County Holiday Party starts at 5:30 p.m. at the VFW 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 American's With Disabilities Act.