



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

1. **8:30 AM Call to Order on Tuesday, February 21, 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:

[02-07-2017 Minutes.pdf](#)
[02-13-2017 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:

[Claims Pd 2.21.17.PDF](#)

B. Department Head reports.

i. Sonia Mack - 4-H Promotion & Expansion Committee discussion

Documents:

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

C. Finance Officer's report.

Be it noted:

1. *Auditor's Account with the Treasurer*
2. *Payroll & Additive Totals*
3. *Highway Expenditure Report*
4. *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

i. Action to approve the first quarter of 2017 General Fund transfers as per budget appropriations:

1. *From General Fund 101-4-911-4294 to Highway & Bridge Fund 201-3-371-0000 in the amount of \$750,000.*
2. *From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$15,531.25.*

7. Scheduled Agenda Items

A. 9:00 AM - Al Heuton, Executive Director of the Brookings Economic Development Corporation.

- *Update on BEDC activity*

B. 9:15 AM - Tom Grimmond, Senior Vice President with Dougherty & Company, LLC.

- *Discussion on bonding for the jail expansion project - informational only.*

Documents:

[Option 1.pdf](#)

[Option 2.pdf](#)

C. 9:45 AM - Zeno Wicks and members from Delta Chi to discuss the Boulevard Tree Project.

- *Discussion and possible action for funding for the Boulevard Tree Project.*

8. Regular Business

A. Action to approve Abatement #17-001 made by Bradley Olson for parcel

#13295-11248-011-01 in the amount of \$308.59.

Documents:

[Abatement 17-001.pdf](#)

B. Action to approve Abatement #17-002 made by Brookings Area Habitat for Humanity for parcel #31183-00500-020-00 in the amount of \$34.35.

Documents:

[Abatement 17-002.pdf](#)

C. Action to approve Abatement #17-003 made by Brookings Area Habitat for Humanity for parcel #31183-00500-021-00 in the amount of \$34.35.

Documents:

[Abatement 17-003.pdf](#)

D. Action to approve Abatement #17-004 made by Brookings Area Habitat for Humanity for parcel #31183-00500-023-00 in the amount of \$34.35.

Documents:

[Abatement 17-004.pdf](#)

E. Action to approve Abatement #17-005 made by Brookings Area Habitat for Humanity for parcel #31183-00500-024-00 in the amount of \$34.35.

Documents:

[Abatement 17-005.pdf](#)

F. Action to approve Abatement #17-006 made by Brookings Area Habitat for Humanity for parcel #31183-00600-006-00 in the amount of \$82.44.

Documents:

[Abatement 17-006.pdf](#)

G. Action to approve Abatement #17-007 made by Brookings Area Habitat for Humanity for parcel #31183-00600-007-00 in the amount of \$82.44.

Documents:

[Abatement 17-007.pdf](#)

H. Action to approve Utilities Certificate - Bridge Improvement Grant Project, Project Number BRF6030(00)16-5 PCN 05QR for bridge number 06-143-080.

Documents:

[Utilities Certificate - Bridge Improvement.pdf](#)

I. Action to approve a Right-of-Way Certificate for Project Number BRF6030(00)16-5 PCN 05QR.

Documents:

[ROW Certificate.pdf](#)

J. Action to approve Agreement #17-04: a Letter of Contract-Construction Administration Services between Brookings County and Banner Associates, Inc. for the Brookings County Road No. 5 Overlay Project.

Documents:

[Agr 17-04 Banner Assoc.pdf](#)

K. Action to approve Agreement #17-05: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Documents:

[Agr 17-05 ROW.pdf](#)

L. Action to approve Agreement #17-06: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Documents:

[Agr 17-06 ROW.pdf](#)

M. Discussion on the 5th Street Gym/1921 Building parking lot.

N. Strategic Plan discussion

- *Review of the Employee Handbook*

Documents:

[Strategic Plan.pdf](#)

9. Commission Department Director Report

Documents:

[Commission Dept Report.pdf](#)
[Township Meeting.pdf](#)
[Legislative Update.pdf](#)
[Surplus Cash Analysis.pdf](#)

10. Deputy States Attorney's Report

11. Commissioner Reports and Discussion Items

A. Correspondence received.

Documents:

[Museum Thank You.pdf](#)
[Novita Update.pdf](#)
[DENR to Global Dairy.pdf](#)

12. Adjournment

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.