



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 23, 2016**
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: [02-09-2016 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: [HHS Report.pdf](#)

6. **Routine Business**

A. Approval of claims.

Documents: [Claims Paid 2 23 16.pdf](#), [Feb Dept of Revenue 2 08 16.pdf](#)

B. Department Head reports.

i. County Development Department

Documents: [County Dev Report.pdf](#)

ii. Highway Department - BIG Schedule

Documents: [Highway Report.pdf](#)

C. Finance Officer's report.

Be it noted:

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

Documents: [Finance Officer Report.pdf](#)

7. Scheduled Agenda Items

A. 8:35 AM - Presentation of the State's Attorney's 2015 Brookings County Statistics.

Documents: [Brookings Co Statistics.pdf](#), [Juvenile Statistics.pdf](#), [Involuntary Mental Commitments.pdf](#)

8. Regular Business

A. Action to approve a Utilities Certificate for Project #BRF 6295(10) PCN 01W9.

Documents: [Utilities Certificate.pdf](#)

B. Action to approve Agreement #16-05: an application made by Interstate Telecommunications Cooperative for occupancy of right-of-way of county highways.

Documents: [ROW Interstate Tele.pdf](#)

C. Action to approve Agreement #16-06: an application made by Sioux Valley Energy for occupancy of right-of-way of county highways.

Documents: [ROW Sioux Valley Energy.pdf](#)

D. Action to approve a Request to Fill Vacancy for a Weed Enforcement Officer in the Weed Department.

Documents: [RFV - Weed Enforcement.pdf](#)

E. Action to approve a Request to Fill Vacancy for an ATV Driver in the Weed Department.

Documents: [RFV - ATV Driver.pdf](#)

F. Discussion and possible action on increasing the Deputy Director of Equalization pay grade from a wage grade 8 to a wage grade 9.

Documents: [Deputy Director Grade.pdf](#)

G. Action to approve a Request to Fill Vacancy for the Deputy Director of Equalization at the approved wage grade.

Documents: [RFV - Deputy Dir Equalization.pdf](#)

H. Annual review of Brookings County's strategic plan.

As per the plan, it is to be reviewed in February of each year.

Documents: [Strategic Plan.pdf](#)

9. Commission Department Director Report

Documents: [Comm Dept Director Report.pdf](#), [Thank You.pdf](#), [Legislative Update.pdf](#), [Tentative SDACC Agenda.pdf](#)

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

11. **Commissioner Reports and Discussion Items**

A. **Correspondence received.**

Documents: [Cons District Thank You.pdf](#), [DENR to Crosswind Jersey.pdf](#)

12. **Executive Session - in accordance with SDCL 1-25-2(1)(4): Personnel and Contract Negotiations.**

13. **Adjournment**

14. **Public Notices**

- *February 19, Friday: Retirement party for Director of Equalization Joyce Dragseth from 2:00-4:00 p.m. in the City & County Government Center Chambers, room 310. There will be a short program at 3:00 p.m.*
- *March 3, Thursday: Brookings County Towns & Townships Annual Meeting at 11:00 a.m. at the Swiftel Center.*

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.