



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

1. **8:30 AM Call to Order on Tuesday, April 18, 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:

[04-03-2017 Minutes.pdf](#)
[04-04-2017 Minutes.pdf](#)
[04-11-2017 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:

[HS Report.pdf](#)

6. **Routine Business**

A. Approval of claims.

Documents:

B. Department Head reports.

i. Community Health Quarterly Report

Documents:

[Community Health Report.pdf](#)

ii. County Development

- *Be it noted, Chairperson Jensen signed the 2nd Quarter SLA Quarterly Report - FY2017.*

Documents:

[SLA 2nd Quarter.pdf](#)

C. Finance Officer's report.

Be it noted:

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

Documents:

[Finance Officer Report.pdf](#)

7. Scheduled Agenda Items

- A. 9:15 AM - Discussion and possible action on Agreement #17-25: a Memorandum of Understanding between Brookings County and the Brookings Farmers Market regarding the installation and maintenance of concrete pads, benches and bike racks on the courthouse grounds.**

Documents:

[Agr 17-25 MOU.pdf](#)

- i. Discussion on adding an electrical outlet to the courthouse grounds for use by the Brookings Farmers Market.**

8. Regular Business

- A. Action to approve Resolution #17-18: Plat of "Spilde Second Addition, an Addition in the S1/2 of the NE1/4 of Section 3-T109N, R49W, Brookings County, South Dakota."**

Documents:

[2017plat004 Staff Report CC.pdf](#)

B. Action to approve Agreement #17-26: an easement for use of county right-of-way made by Northern Sky Dairy, LLC.

Documents:

[Agr 17-26 Easement ROW.pdf](#)

C. Action to approve Agreement #17-27: an Election Services Agreement between Brookings County and Election Systems & Software, LLC.

Documents:

[Agr 17-27 ESS.pdf](#)

D. Discussion and possible action to approve funding for the 16th annual Uncle Sam Jam on Tuesday, July 4, 2017 at the Swiftel Center.

Documents:

[Uncle Sam Jam.pdf](#)

E. Discussion and possible action to approve the updated Employee Policies and Procedures Manual.

Documents:

[Employee Handbook Draft.pdf](#)

9. Commission Department Director Report

Documents:

[Commission Dept Report.pdf](#)
[SDSU Project Search.pdf](#)

10. Deputy States Attorney's Report

11. Commissioner Reports and Discussion Items

A. Correspondence received.

Documents:

[Brookings CVB Report.pdf](#)
[DENR to Linde Dairy.pdf](#)
[DENR to Luze.pdf](#)
[DENR to Minion.pdf](#)
[JLG Booklet.pdf](#)
[Swiftel Center Report.pdf](#)

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

13. Adjournment

14. Public Notices

- *April 19, Wednesday: Public Session - Housing Trust Fund Workshop at 6:00*

- p.m. in the Chambers of the Brookings City & County Government Center.*
- *April 20, Thursday: "Exploring Local Housing Trust Fund" workshop by the Brookings Affordable Housing Task Force at 8:30 a.m. in the Community Room of the Brookings City & County Government Center.*
 - *April 25, Tuesday: Optimist Club's Youth in Government Breakfast at 7:00 a.m. at 1429 Grille.*
 - *May 4, Thursday: Appreciation Reception for the Mayor's Volunteer Boards, Committees & Commissions from 5:00-7:00 p.m. at the McCrory Gardens Education & Visitors Center.*
 - *May 16, Tuesday: Class of 2017 Project SEARCH Graduation at 7:00 p.m. at the SDSU Student Union Lower Level.*
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