



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

1. **8:30 AM Call to Order on Tuesday, April 19, 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: [04-05-2016 Minutes.pdf](#), [04-12-2016 Minutes Equalization Board.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 4 19 16.pdf](#), [APRIL DEPT OF REVENUE.pdf](#)

**B. Department Head reports.**

**i. Community Health Quarterly Report**

Documents: [Community Health Report.pdf](#)

**ii. County Development**

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

**iii. Finance Office - surplus sale report**

Documents: [Surplus Sale.pdf](#)

#### iv. Equalization

Documents: [Equalization Audit.pdf](#)

#### C. Finance Officer's report.

*Be it noted items:*

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

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

#### i. Action to approve the quarterly General Fund transfers as per budget appropriations for the second quarter of 2016.

- *From General Fund 101-4-911-4294 to Highway Road & Bridge Fund 201-3-371-0000 in the amount of \$750,000.*
- *From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$21,568.*
- *From General Fund 101-4-911-4298 to Register of Deeds Relief Fund 250-3-371-0000 in the amount of \$3,239.25.*

#### 7. Scheduled Agenda Items

#### 8. Regular Business

#### A. Action to transfer \$79.72 from General Fund 101-4-221-4290 to Fire Department Fund 759-3-339-0100.

Documents: [Transfer to Fire Fund.pdf](#)

#### B. Action to declare the following property as surplus to be disposed of:

1. *Parcel #35400-00200-009-00; Lot Nine (9) in Block Two (2) of Pleasant Heights Second Addition in the Town of Sinai, Brookings County, South Dakota.*

Documents: [Sinai Tax Deed Property.pdf](#)

#### C. Action to declare the highway shop in Sinai as surplus to be razed.

Documents: [Highway Shop Surplus.pdf](#)

#### D. Action to approve Agreement #16-33: an agreement between Brookings County and designArc LLC for architectural services for the maintenance equipment storage building in Sinai for the Highway Department.

Documents: [designArc Agreement Cover.pdf](#), [designArc Agreement.pdf](#)

#### E. Action to approve Agreement #16-34: an agreement between Brookings County and the State of South Dakota's Department of Transportation for the installation of highway-rail grade crossing signals and precast concrete crossing the surface material on 34th Avenue.

Documents: [Dept of Transportation Agreement Cover.pdf](#), [Dept of Transportation Agreement.pdf](#)

**F. Action to approve Agreement #16-35: an application for occupancy of right-of-way made by Sioux Valley Energy.**

Documents: [Right of Way App Sioux Valley Energy.pdf](#)

**G. Action to approve the following board appointment:**

**i. Michael VandeWeerd to the Planning & Zoning Commission**

Documents: [Citizen Interest App - VandeWeerd.pdf](#)

**H. Action to approve Resolution #16-15: a Plat of Block 1; Lots 1-5 in Block 1; and Block 2 of Pearson-Overby Addition An Addition in Government Lot 4 in Section 22-T112N-R47W of the 5th P.M., Brookings County, South Dakota.**

Documents: [2016plat001 Staff Report for CC .pdf](#)

**I. Discussion on department work plans.**

Documents: [Work Plan Topics.pdf](#), [Work Plan - Commission.pdf](#), [Work Plan - Community Hlth.pdf](#), [Work Plan - County Dev.pdf](#), [Work Plan - Detention Center.pdf](#), [Work Plan - Equalization.pdf](#), [Work Plan - Extension.pdf](#), [Work Plan - Finance.pdf](#), [Work Plan - Highway.pdf](#), [Work Plan - Register of Deeds.pdf](#), [Work Plan - Sheriffs Office.pdf](#), [Work Plan - States Attorney.pdf](#), [Work Plan - Veterans Services.pdf](#), [Work Plan - Human Services.pdf](#), [Work Plan - Weed Pest.pdf](#)

**9. Commission Department Director Report**

Documents: [Commission Dept Director Report.pdf](#), [Surplus Cash Analysis.pdf](#), [Elkton Fire Dept Feed.pdf](#)

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

**11. Commissioner Reports and Discussion Items**

**A. Correspondence received.**

Documents: [DENR to Hammink Dairy.pdf](#)

**12. Adjourn as the Brookings County Board of County Commission**

**13. Convene as the Brookings County Board of Equalization**

**A. Action to approve the new applications for tax exempt status as presented.**

Documents: [Tax-Exempt Brookings County Property.pdf](#)

**B. Discussion and possible action on the Dorothy Ishol appeal.**

- *Tabled from April 12, 2016.*

**14. Adjourn as the Brookings County Board of Equalization**

**15. Public Notices**

- *April 25, Monday: 5:30 p.m. Elkton Fire Department's County Feed at the Elkton Community Center.*
- *May 19, Thursday: 8:30 a.m. - 12:30 p.m. FEMA Crisis Leadership Management Course, Brookings City & County Government Center.*
- *May 24, Tuesday: 8:00 a.m. - 12:00 p.m. Cybersecurity Training, Brookings City & County Government Center.*
- *May 25, Wednesday - May 26, Thursday: Active shooter training sessions.*

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