



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

1. **8:30 AM Call to Order on Tuesday, May 3, 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: [04-19-2016 Minutes.pdf](#)
 - B. **Approval of travel & education requests.**

Documents: [Travel Requests.pdf](#)
 - C. **Approval of the Human Services report.**

Documents: [HHS Report.pdf](#)
6. **Routine Business**
 - A. **Approval of claims.**

Documents: [Claims Paid 5 03 16.pdf](#), [May Cell Reimbursements.pdf](#)
 - B. **Department Head reports.**
 - i. **County Development Department**

Documents: [County Development Report.pdf](#)
7. **Scheduled Agenda Items**
8. **Regular Business**
 - A. **Discussion and possible action on a late elderly tax freeze application.**

Documents: [Elderly Tax Freeze.pdf](#)
 - B. **Discussion and possible action on setting a deadline for accepting late elderly and disabled tax freeze applications.**
 - C. **Discussion and possible action on appraisal process for the property in Sinai**

that the County took tax deed to and has declared surplus.

D. Discussion and possible action to approve a letter of recommendation for County Development Director Robert Hill's appointment to the NACo Justice and Public Safety Steering Committee.

Documents: [NACo letter of recommendation.pdf](#)

E. Discussion and possible action on advertising for Requests for Proposals for architects for the jail expansion.

F. Action on 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.

- *Tabled action from April 19, 2016: Motion by Yseth, seconded by Miller to approve the agreement.*

Documents: [Maintenance Equipment Building Letter.pdf](#), [Maintenance Equipment Building Agreement.pdf](#)

G. Action to approve Agreement #16-36: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Documents: [Agr 16-36 ROW Application.pdf](#)

H. Action to approve Agreement #16-37: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Documents: [Agr 16-37 ROW Application.pdf](#)

9. Commission Department Director Report

Documents: [Commission Dept Director Report.pdf](#), [FEMA Training.pdf](#)

10. Deputy States Attorney's Report

11. Commissioner Reports and Discussion Items

A. Correspondence received.

Documents: [Brookings Health System Celebration.pdf](#), [Civil Design Golf Outing.pdf](#), [DENR to Smallfield Farms.pdf](#), [DENR to Valley View Dairy.pdf](#), [DOT Study.pdf](#), [Shepherds Gift Golf Tournament.pdf](#)

12. Adjournment

13. Public Notices

- *May 18, Wednesday: 12:00 pm Sioux Valley Commissioner's Association quarterly meeting at the Congregational Church in Clark, SD.*
- *May 19, Thursday: 8:30 am - 12:30 pm FEMA Crisis Leadership Management Course, Brookings City & County Government Center.*
- *May 19, Thursday: 11:30 am - 1:00 pm Brookings Convention & Visitor's Bureau Tourism Luncheon at the McCrory Gardens Visitor Center.*
- *May 24, Tuesday: 8:00 am - 12:00 pm Cybersecurity Training, Brookings City & County Government Center.*
- *May 25-26, Wednesday- Thursday: Active shooter training sessions.*
- *June 2, Thursday: 6:30 pm Got Milk Gala at the Swiftel Center. Kickoff event for Dairy Fest 2016.*
- *June 2, Thursday: 5:30 pm Brookings Health System Foundation Donor*

Celebration at McCrory Gardens Visitor 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.