



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

1. **8:30 AM Call to Order on Tuesday, January 16, 2018**
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:

[12-28-2017 Minutes.pdf](#)  
[01-02-2018 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:

[2017 Claims Pd 1.16.18.PDF](#)

[2018 Claims Pd 1.17.18.pdf](#)  
[Jan Dept of Rev 1.8.18.pdf](#)

**B. Department Head reports.**

**i. Community Health Quarterly Report**

Documents:

[Comm Health Report.pdf](#)

**C. Finance Officer's report.**

*Be it noted items:*

- *Auditors Account with the Treasurer*
- *Payroll and Additive Totals*
- *Highway Expenditure Report*
- *Register of Deeds Statement of Fees Collected*

Documents:

[Finance Officer Report.pdf](#)

**7. Scheduled Agenda Items**

**A. 9:30 AM - First District Association of Local Governments Executive Director, Todd Kays.**

*First District Annual Update.*

Documents:

[First District Update.pdf](#)

**B. 10:00 AM - Bill Davidson, Brookings Regional Humane Society presentation.**

Documents:

[Humane Society Presentation.pdf](#)

- i. Discussion/possible action on participating in and appointing a county member to the Brookings Regional Humane Society Task Force.**

**8. Regular Business**

**A. Action to approve Resolution #18-03: a resolution amending Resolution #17-59: a resolution setting the official pay plan for 2018.**

Documents:

[Res 18-03 Amending Pay Plan.pdf](#)

**B. Action to approve Resolution #18-04: a resolution adopting the revised Brookings County Local Emergency Operations Plan (LEOP).**

Documents:

[Res 18-04 LEOP.pdf](#)

**C. Action to approve Resolution #18-05: a resolution setting the weight limit enforcements on Brookings County highways.**

Documents:

[Res 18-05 Hwy Weight Limit.pdf](#)

**D. Action to approve Agreement #18-05: a State of South Dakota Department of Transportation Bridge Improvement Grant agreement for rehabilitation/replacement.**

Documents:

[DOT Letter.pdf](#)  
[Agr 18-05 Bridge Improvement Grant.pdf](#)

**E. Action to approve Agreement #18-06: a joint work agreement between the Brookings County Highway Department and the Moody County Highway Department.**

Documents:

[Agr 18-06 Moody County Hwy.pdf](#)

**F. Action to approve Agreement #18-07: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.**

Documents:

[Agr 18-07 ROW Sioux Valley Energy.pdf](#)

**G. Action to approve Agreement #18-08: a delinquent tax payment agreement in the amount of \$1,177.70.**

Documents:

[Finance Officer Letter.pdf](#)  
[Delinquent Tax Paymt.pdf](#)

**H. Action to approve a late elderly tax freeze application.**

Documents:

[Finance Officer Letter.pdf](#)  
[Elderly Tax Freeze.pdf](#)

**I. Action to authorize the Finance Office to issue distress warrants to the Sheriff's Office for collection in accordance with SDCL 10-22-31.**

Documents:

[Finance Officer Letter.pdf](#)  
[Tax List for Brookings County.pdf](#)

**J. Action to declare the following parcels as surplus property to sell at public auction:**

i. **Lot 7 of Lots 1 to 24 of Emmett Addition to the Town of Bruce.**

ii. **Lots 16 and 17 in Block 13 of Second Addition to the City of White.**

**K. Action to declare the following items as surplus property to be disposed of:**

*Christmas decor, 8 tree stands, 7 office chairs.*

Documents:

[Surplus Property.pdf](#)

**L. Action to approve the following cellular authorizations:**

i. **Jacob Brehmer - Basic Usage at \$30/month**

Documents:

[Cell Auth - Brehmer.pdf](#)

ii. **Jere Hieb - Basic Usage at \$30/month**

Documents:

[Cell Auth - Hieb.pdf](#)

iii. **Larry Klingbile - Basic Usage at \$30/month**

Documents:

[Cell Auth - Klingbile.pdf](#)

iv. **Reid Squires - Basic Usage at \$30/month**

Documents:

[Cell Auth - Squires.pdf](#)

**M. Action to approve a request to fill vacancy for an Equipment Operator in the Highway Department.**

Documents:

[RFV Equip Operator.pdf](#)

**N. Action to approve a request to fill vacancy for an ATV Driver in the Weed & Pest Department.**

Documents:

[RFV ATV Driver.pdf](#)

**9. Commission Department Director Report**

Documents:

[Commission Dept Report.pdf](#)  
[Surplus Cash Analysis 2017.pdf](#)

[2018 Board Calendar.pdf](#)  
[2018 Board Appointments.pdf](#)  
[SDPAA Coverage Updates.pdf](#)  
[GFP Animal Damage Report.pdf](#)

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

**11. Commissioner Reports and Discussion Items**

**A. Correspondence received.**

Documents:

[Christmas Kids Cops Letter.pdf](#)  
[Historical Society Info.pdf](#)

**12. Executive Session in accordance with SDCL 1-25-2(1) - personnel**

**13. Adjournment**

**14. Public Notices**

- *January 15, Monday: County Offices will be closed in honor of the Martin Luther King Jr. Day Holiday.*
- *January 17, Wednesday: Brookings Day at the Legislature.*
- *January 22, Monday: Brookings Empowerment Project Network Social from 6:00-9:00 p.m. at Wooden Legs Brewery in Brookings.*
- *January 23, Tuesday: County Holiday Social starting at 5:30 p.m. at the Brookings VFW.*

---

**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.