



**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 5, 2019**

**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**

*Action: Motion to Approve, Request Comments, Voice Vote*

**5. Consent Agenda Items**

*Action: Motion to Approve, Note Consent Agenda Items, Request Comments, Roll Call*

A. Approval of minutes.

Documents:

[01-22-2019 Minutes.pdf](#)

B. Approval of travel & education requests.

Documents:

[Travel Requests.pdf](#)

C. Approval of personnel action notices.

Documents:

[Personnel Action Notice Report0205.pdf](#)

D. Approval of cellular allowances.

Documents:

[Cellular Auth - Mette.pdf](#)

E. Approval of the Human Services report.

Documents:

[Human Services Report.pdf](#)

## 6. Routine Business

### A. Approval of claims.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Feb Cell Phones 2.5.19.pdf](#)

[Claims Payable 2.5.19.pdf](#)

### B. Department Head reports.

#### i. Highway Department

Documents:

[Highway Report.pdf](#)

#### ii. County Development Department

Documents:

[County Development Report.pdf](#)

## 7. Scheduled Agenda Items

### A. 9:00 AM - Presentation by Todd Kays, Executive Director of First District Association of Local Governments.

Documents:

[First District Presentation.pdf](#)

[2018 Brookings County Activities.pdf](#)

### B. 9:15 AM (or immediately following item 7A) - Action to approve the appointment of Jacob Brehmer as Director of Equalization for Brookings County.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Director of Equalization Information.pdf](#)

## 8. Regular Business

### A. Action to approve Agreement #19-04: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Volga Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 19-04 ROW Sioux Valley Energy.pdf](#)

### B. Action to approve Agreement #19-05: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Oakwood Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 19-05 ROW Soux Valley Energy.pdf](#)

- C. Action to approve Agreement #19-06: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Laketon Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 19-06 ROW Sioux Valley Energy.pdf](#)

- D. Action to approve Agreement #19-07: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy in Lake Sinai Township.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Agr 19-07 ROW Sioux Valley Energy.pdf](#)

- E. Action to approve three elderly tax freeze applications.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Additional Elderly Tax Freeze Apps.pdf](#)

- F. Action to approve a Request to Fill Vacancy for a Deputy Director of Equalization in the Equalization Office.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV- Deputy Director of Equalization.pdf](#)

- G. Action to approve a Request to Fill Vacancy for an Office Coordinator in the State's Attorney's Office.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV - Office Coordinator.pdf](#)

- H. Action to approve a Request to Fill Vacancy for an Administrative Assistant in the Sheriff's Office.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV - Administrative Assistant.pdf](#)

- I. Action to approve a Request to Fill Vacancy for a Full-Time Female Correctional Officer in the Sheriff's Office.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV - Correctional Officer.pdf](#)

- J. Action to approve a Request to Fill Vacancy for an Equipment Operator in the Highway Department.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV - Equipment Operator.pdf](#)

- K. Action to declare a Towmotor LT56 forklift as surplus property to be sold via the county's surplus auction.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Surplus - Forklift.pdf](#)

- L. Action to declare a Lincoln G8000 welder as surplus property to be transferred to the Brookings City Parks, Recreation & Forestry Department.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Surplus - Welder.pdf](#)

- M. Review the Brookings County Strategic Plan.

Documents:

[Strategic Plan.pdf](#)

## **9. Commission Department Director Report**

Documents:

[Commission Dept Report.pdf](#)  
[Email Support and Migration.pdf](#)  
[Culvert Request Letter.pdf](#)  
[Brookings County Museum Support Letter.pdf](#)  
[Legislative Update.pdf](#)  
[Conservation District Agenda.pdf](#)

## **10. States Attorney's Office Report**

## **11. Commissioner Reports and Discussion Items**

- A. Correspondence received.

Documents:

[Mills Construction Recognition.pdf](#)  
[Wildlife Damage Report.pdf](#)  
[Glacial Lakes and Prairies Letter .pdf](#)

## **12. Executive Session - in accordance with SDCL §1-25-2(3): consulting with legal counsel.**

*Action: Motion to Enter Into Executive Session in Accordance with SDCL, Voice Vote*  
*Action: Motion to Come Out of Executive Session, Voice Vote*

### **13. Adjournment**

*Action: Motion to Approve, Voice Vote*

### **14. Public Notices**

- *February 9, Saturday: Legislative Forum, 9:00 AM, Brookings City & County Government Center Chambers.*
- *February 12, Tuesday: Optimist Club Youth in Government Breakfast, 7:00 AM, Prairie Cafe at Prairie Lanes Bowling Alley, Brookings.*
- *February 18, Monday: County offices will be closed in honor of the President's Day holiday.*

---

**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 Americans With Disabilities Act.