



**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 6, 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. Regular Business**

- A. Action to appoint an acting State's Attorney.
- B. Action to approve a personnel action notice for an acting State's Attorney.
- C. Action to appoint a part-time Deputy State's Attorney.
- D. Action to approve a personnel action notice for a part-time Deputy State's Attorney.

**6. Oaths of Office - Judge Stoltenburg**

- A. State's Attorney
- B. Deputy State's Attorney

**7. Consent Agenda Items**

- A. Approval of minutes.

Documents:

[01-16-2018 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:

[HHS Report.pdf](#)

## **8. Routine Business**

A. Approval of claims.

Documents:

[Claims Paid 2.06.18.pdf](#)  
[Feb Cell Phones 2.6.18.pdf](#)

B. Department Head reports.

i. Register of Deeds - 2017 Year End Report

Documents:

[Register of Deeds Report.pdf](#)

ii. Finance Office

Documents:

[Finance Office Report.pdf](#)

iii. County Development

Documents:

[County Dev Report.pdf](#)

## **9. Scheduled Agenda Items**

A. 9:15 AM - Brookings Public Library Annual Report 2017.

- *Ashia Gustafson, Director of Library Services*

Documents:

[Brookings Library Report.pdf](#)

B. 9:30 AM - SDML Work Comp Fund Presentation

- *Brad Wilson, Administrator of the SDML Work Comp Fund, Insurance Benefits, Inc. - review of County's work comp coverage.*
- *Presentation of 30 year membership plaque.*
- *Be it noted, volunteers with the RSVP program, the Brookings County Outdoor Adventure Center and severe weather storm spotters are to be listed in the minutes for work comp purposes.*

Documents:

## 10. Regular Business

- A. First Reading of Ordinance #2018-01: an ordinance establishing a 25 mile per hour speed limit upon a portion of Brookings County Road 23.

- *The second reading and public hearing will be held on February 20, 2018 at 9:30 AM.*

Documents:

[Ord 18-01 25 mph Speed Limit.pdf](#)

- B. Action to approve Agreement #18-09: an easement for use of county road right-of-way made by Norfeld Colony.

*Staff Reports:*

- *Highway Superintendent Dick Birk*
- *County Development Director Bob Hill*

Documents:

[Agr 18-09 Easement ROW Norfeld Colony.pdf](#)

- C. Action to approve Agreement #18-10: an agreement to release escrow fund.

Documents:

[Agr 18-10 Release Escrow.pdf](#)

- D. Action to approve Agreement #18-11: an independent contractor agreement between Brookings County and Dennis Hetrick, a firearms instructor.

Documents:

[Agr 18-11 Ind Contractor Firearms Instructor.pdf](#)

- E. Action to approve Agreement #18-12: an application for occupancy of right-of-way of county highways made by Swiftel Communications.

Documents:

[Agr 18-12 ROW Swiftel.pdf](#)

- F. Action to approve a Request to Fill Vacancy for a Truck Driver in the Weed & Pest Department.

Documents:

[RFV - Weed Truck Driver.pdf](#)

- G. Action to approve a Request to Fill Vacancy for a Weed Enforcement Officer in the Weed & Pest Department.

Documents:

[RFV - Weed Enforcement.pdf](#)

H. Action to approve and publish the rates/salaries for fiscal year 2018.

Documents:

[2018 Employee Wages.pdf](#)

I. Discussion and possible action on changes to the Brookings County Employee Policies and Procedures manual.

- *Employee/Workplace Safety - 3.10.3: Weapons*
- *Employee/Workplace Safety - 3.13: Parking*
- *Administrative Leave - 9.2.3 (5): Administrative leave days granted by the State*
- *Other*

Documents:

[2017 Personnel Manual.pdf](#)

## **11. Commission Department Director Report**

Documents:

[Commission Report.pdf](#)  
[Tentative SDACC Agenda.pdf](#)  
[Mental Health Guide Info Letter.pdf](#)  
[Legislative Update 01-19-2018.pdf](#)  
[Legislative Update 01-26-2018.pdf](#)  
[Historical Society Invitation.pdf](#)

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

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

A. Correspondence received.

Documents:

[Otter Tail - Data Request Responses.pdf](#)  
[Otter Tail - Release of Bond 12-063.pdf](#)  
[Otter Tail - Release of Bond 13-020.pdf](#)  
[Otter Tail - Water Permit.pdf](#)

## **14. Adjournment**

## **15. Public Notices**

- *February 3, Saturday: Chamber Legislative Forum at 8:30 AM in the Chambers of the Brookings City & County Government Center.*
- *February 13, Tuesday: Youth in Government Day Breakfast at 7:00 AM at the Prairie Cafe of Prairie Lanes Bowling Alley, 722 Western Avenue, Brookings.*
- *February 17, Saturday: Chamber Legislative Forum at 8:30 AM in the Chambers of the Brookings City & County Government Center.*

- *February 19, Monday: County offices will be closed in honor of the President's Day holiday.*
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**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.