



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

**1. 8:30 AM Call to Order on Tuesday, March 20, 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**

A. Requires motion/second, voice vote

**5. Consent Agenda Items**

A. Approval of minutes.

Documents:

[03-13-2018 Minutes.pdf](#)

B. Approval of travel & education requests.

Documents:

[Travel Requets.pdf](#)

C. Approval of the Human Services report.

Documents:

[HS Report.pdf](#)

**6. Routine Business**

A. Approval of claims.

Documents:

[Claims Pd 3.20.18.pdf](#)

B. Department Head reports.

i. County Development Department

- *County Rangeland Fire Protection Information*

Documents:

[Wildland Fire Division Letter.pdf](#)  
[County Rangeland Fire Protection Agreement.pdf](#)  
[Sample Resolution Form.pdf](#)

C. Finance Officer's report.

- Be it noted, the 2017 Annual Report is presented to the Board.*
- Be it noted items:*

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

- Be it noted, the Investment Policy Monies and Transfers is presented to the Board.*

Documents:

[Finance Officer Report.pdf](#)  
[Statement of Net Position.pdf](#)  
[Statement of Activities.pdf](#)  
[Balance Sheet.pdf](#)  
[Statement of Revenues, Expenditures, etc..pdf](#)  
[Investment Policy Monies and Transfers.pdf](#)

## **7. Regular Business**

- A. Action to approve Agreement #18-36: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Documents:

[Agr 18-36 ROW.pdf](#)

- B. Action to appoint Chris White as a Limited Deputy State's Attorney for Brookings County, South Dakota.

Documents:

[Limited Deputy States Attorney.pdf](#)

- C. Action to approve a funding request of \$1,500 made by the Uncle Sam Jam.

Documents:

[Uncle Sam Jam.pdf](#)

- D. Action to approve the low bid to Forterra Pipe and Precast for precast concrete bridge slab materials.

Documents:

[Bid Tab.pdf](#)

E. Action to declare a 2008 GMC Envoy as surplus property for salvage.

Documents:

[Surplus Property.pdf](#)

F. Action to surplus historical highway surveying equipment to donate to the Brookings County Historical Museum.

G. Discussion and possible action to approve changes to the Brookings County Employee Policies and Procedures Manual.

Documents:

[Employee Manual Info.pdf](#)

H. Discussion and possible action to approve changes to the Brookings County Strategic Plan.

Documents:

[Strategic Plan.pdf](#)

I. Discussion and possible action to approve changes to the Non-Mandated Funding Application.

Documents:

[Non-Mandated Funding App.pdf](#)

## **8. Commission Department Director Report**

Documents:

[Commission Report.pdf](#)  
[Denim Day.pdf](#)

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

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

## **11. Adjournment**

## **12. Public Notices**

- *March 20, Tuesday: United Way non-profit meeting, 8:30 AM in the lower level of the main branch of First Bank & Trust in Brookings.*
- *March 21, Wednesday: Sioux Valley Commissioners Quarterly Meeting at 12:00 PM at the Brookings County Outdoor Adventure Center in Brookings.*
- *March 26, Monday: Brookings County 2018 Annual Feed, sponsored by the Brookings Volunteer Fire Department, 6:00 PM at the Brookings Fire Hall, 607 20th Ave., Brookings.*
- *March 28, Wednesday: White Property Auction at 10:30 AM, Main Street in White, and Bruce Property Auction at 12:30 PM, Doe Street in Bruce.*

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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 Americans With Disabilities Act.