



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

**1. 8:30 AM Call to Order on Tuesday, April 3, 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:

[03-20-2018 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:

[Claims Pd 4.3.18.pdf](#)  
[April Cell Phones 4.3.18.pdf](#)

B. Department Head reports.

## 7. Scheduled Agenda Items

A. 9:15 AM - United Way Presentation

*Heidi Gullickson, Executive Director of Brookings Area United Way.*

Documents:

[Helpline Center Presentation.pdf](#)

B. 9:30 AM - Public Hearing and action on the transfer of a retail on/off sale malt beverage and a retail on-sale liquor license from Norgaard & Norgaard, LLC, Mark D. Norgaard - owner to Cuzbins, LLC, Traci Dixon, Alan Dixon, Chris Hendrickson, Dawn Hendrickson - owners.

Documents:

[Finance Office Letter.pdf](#)

[Alcoholic Beverage App Liquor - Cuzbins.pdf](#)

[Alcoholic Beverage App Malt - Cuzbins.pdf](#)

i. Motion to approve transfer of licenses.

ii. Public Hearing

iii. Board discussion and action

C. 9:40 AM - Review of 2017 Annual Report

*Accountant Brenda Colombe and Finance Officer Vicki Buseth.*

Documents:

[Annual Report.pdf](#)

[Exhibit I.pdf](#)

[Exhibit II.pdf](#)

[Exhibit III.pdf](#)

[Exhibit IV.pdf](#)

## 8. Regular Business

A. Action to approve Resolution #18-10: a resolution authorizing the purchase of concrete pipe based upon the price established through the Codington County, South Dakota bid process.

Documents:

[Res 18-10 Concrete Pipe.pdf](#)

B. Action to approve Resolution 18-11: a resolution authorizing the purchase of bridge construction labor based upon the price established through the County of Spink, South Dakota bid process.

Documents:

[Res 18-11 Hollaway.pdf](#)

C. Action to approve Agreement #18-37: a purchase agreement between Brookings

County and Jonathon and Nicolle Moir, regarding the purchase of real estate situated in the County of Brookings, State of South Dakota, and described as follows, to-wit: Lot Seven (7) of Lots One (1) to Twenty-four (24) of Emmett Addition to the Town of Bruce, Brookings County, South Dakota.

Documents:

[Agr 18-37 Real Estate.pdf](#)

- D. Action to approve Agreement #18-38: a purchase agreement between Brookings County and Larry and Jeanne Stuefen, regarding the purchase of real estate situated in the County of Brookings, State of South Dakota, and described as follows, to-wit: Lots Sixteen (16) and Seventeen (17) in Block Thirteen (13) of Second Addition to the Town of White, Brookings County, South Dakota.

Documents:

[Agr 18-38 Real Estate.pdf](#)

- E. Action to approve Agreement #18-39: a State of South Dakota Department of Transportation Joint Powers Agreement for Weed Spraying Services by County.

Documents:

[Agr 18-39 Weed Spraying.pdf](#)

- F. Action to approve Agreement #18-40: a State of South Dakota Department of Transportation Joint Powers Agreement for Pocket Gopher Baiting Services.

Documents:

[Agr 18-40 Pocket Gopher Baiting.pdf](#)

- G. Action to approve Agreement #18-41: an application for occupancy of right-of-way of county highways made by Sioux Valley Energy.

Documents:

[Agr 18-41 ROW.pdf](#)

- H. Action to approve Agreement #18-42: a purchase agreement between Brookings County and Forterra Pipe and Precast of Rapid City for precast concrete bridge slab materials.

Documents:

[Agr 18-42 Precast Concrete.pdf](#)

- I. Action to amend Agreement #18-27: a purchase agreement between Brookings County and Bowes Construction for screened gravel, 3/4 crushed gravel and HR class asphalt.

*Amend Class G type 1 to \$53.50/type 1 with rap \$51.50.*

Documents:

[Agr 18-27 Amendment.pdf](#)

- J. Action to approve Abatement #18-06: an abatement request made by Janet Whyte for parcel #36730-00300-001-00 in the amount of \$26.28.

Documents:

[Abatement Report.pdf](#)  
[Abatement 18-06.pdf](#)

- K. Action to approve Abatement #18-10: an abatement request made by Joel Osbeck for parcel #23980-11152-231-00 in the amount of \$342.12.

Documents:

[Abatement 18-10.pdf](#)

- L. Action to declare a Motorola XTS 3000 as surplus for trade-in and to declare 200 pounds of brass as surplus to be salvaged.

Documents:

[Surplus Items.pdf](#)

- M. Action to approve changes to the Brookings County Strategic Plan.

Documents:

[Strategic Plan.pdf](#)

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

Documents:

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

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

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

- A. Correspondence received.

Documents:

[DENR - Kodiak Pork.pdf](#)  
[Drug Court Graduation.pdf](#)  
[Farmhouse Invitation.pdf](#)

## **12. Executive Session - in accordance with SDCL 1-25-2(1): Personnel**

## **13. Adjournment**

## **14. Public Notices**

- *April 5, Thursday: Brookings County Drug Court Graduation Ceremony at 1:00 PM at the Brookings County Courthouse.*
- *April 5, Thursday: Totally Baldacious Cancer Fundraiser hosted by FarmHouse Fraternity at the SDSU Student Union at 7:00 PM.*
- *April 9, Monday: Chamber of COmmerce Post Legislative Luncheon at 12:00 PM*

at the Swiftel Center.

- April 9, Monday: Jail Expansion Committee meeting at the City & County Government Center Chambers at 1:30 PM. (Meeting time updated 4/2/18)
- April 12, Thursday: FarmHouse Fraternity's Community Leadership Supper. Social at 5:30 PM, dinner at 6:00 PM. Farmhouse Fraternity: 729 20th Ave, Brookings.

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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.