



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

1. 8:30 a.m. Call to Order on Tuesday, April 17, 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:

[4-3 Commission Minutes.pdf](#)
[4-10 Equalization Minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests 4-17.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 4-17.pdf](#)

D. Human Services Report

6. Routine Business

A. Approval of Claims

Documents:

[Claims Pd 4.17.18.pdf](#)

B. Department Head Reports

i. Community Health - Quarterly Report

Documents:

[Community Health Quarterly Report.pdf](#)

ii. County Development

Be it noted:

Chairperson Pierce authorization to sign SLA 2nd Quarter Report Chairperson Pierce Authorization to sign SDOEM Daily Timekeeping Records for 1st quarter of 2018

Documents:

[SLA Signature Sheet.pdf](#)
[SDOEM Time Cards.pdf](#)

C. Finance Officer's Report

i. Be it Noted Items

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

Documents:

[Finance Office Report - March 2018.pdf](#)

7. Scheduled Agenda Items

A. 9:00 a.m. Allen Hof, Telkamp House Movers

Discussion and possible action to allow Telkamp House Movers to move a home over two posted bridges on South Highway 77 (river bridges).

B. 9:30 a.m. Review of 2017 Annual Report

Accountant Brenda Colombe and Finance Officer Vicki Buseth

Documents:

[Exhibit I.pdf](#)
[Exhibit II.pdf](#)
[Exhibit III.pdf](#)
[Exhibit IV.pdf](#)

C. 9:45 a.m. Winsor Township Funding Request

Discussion and possible action on a request for financial assistance from Winsor Township in replacing two box culverts.

Documents:

[Winsor Twp Annual Statement.pdf](#)

D. 10:00 a.m. Boulevard Tree Project - Gunnar Snell

Discussion and possible action to approve a request for funding for the Boulevard Tree Project.

E. 11:00 a.m. Brookings County Board of Equalization

i. Adjourn as Brookings County Board of County Commission

ii. Convene as Brookings County Board of Equalization

a. Discussion and possible action on Graybar Electric Company, Inc. Appeal

Documents:

[Graybar Appeal.pdf](#)

b. Discussion and possible action on Dennis DeBoer Appeal

Documents:

[DeBoer Appeal.pdf](#)

c. Discussion and possible action on Randy Suarez Appeal

Documents:

[Suarez Appeal.pdf](#)

d. Action to approve Elderly Freeze Applications

Documents:

[Elderly Freeze Applications.pdf](#)

iii. Adjourn as Brookings County Board of Equalization

8. Regular Business

A. First Reading of Ordinance #2018-03: an ordinance providing for the amendment of Ordinance #2015-03.

- a. *This ordinance relates to C1 Commercial/Industrial District, Lake Park District, Natural Resources District, Flood Damage Prevention, and Aquifer Protection.*
b. *The Second Reading and Public Hearing will be held on Tuesday, May 15, 2018 at 9:30 AM.*

Documents:

[Ordinance 2018-03 - FINAL 4-9-18.pdf](#)
[Letter to CC Signed 4-10-2018.pdf](#)
[Comparison-Chapter 4.02-Commercial-Industrial_01-18-2018 DRAFT_FINAL-\(4-6-18\).pdf](#)
[Chapter 4.02- Commercial-Industrial Ordinance 9-7-2017 Cleaned FINAL DRAFT 12-5-17\(4-6-18\).pdf](#)
[Comparison-Chapter 4.03-Lake Park_1-18-2018 DRAFT_FINAL.pdf](#)
[Chapter 4.03-Lake Park 032917-CLEANED-Final Tere Review 041217-\(4-6-18\)_rim.pdf](#)
[Comparison-Chapter 4.04-Natural Resources Districts_12-15-2017\(4-3-18 additions\) DRAFT_FINAL.pdf](#)
[Chapter - 4.04-Natural Resources-FINAL 041618luke 051017 CLEANED.pdf](#)
[Comparison-Chapter 4.05 Flood Damage Prevention_1-18-2018 DRAFT_FINAL.pdf](#)
[Chapter-4.05 Flood Dam Pre\(Art 15\) CLEAN FINAL-12-22-2017\(4-6-18\)_formatted_\(6-29-2017\)_RLM.pdf](#)
[Comparison-Chapter 4.06-Aquifer Protection_1-18-2018 DRAFT_FINAL\(4-6-18\)L.pdf](#)
[Chapter 4.06-Aquifer Protection-FINAL 9-5-2017\(4-6-18\).pdf](#)

B. Action to approve Resolution #18-12: a resolution revising Resolution #03-18 – a resolution authorizing the use of credit cards by county employees under restricted guidelines.

Documents:

[New Credit Card Resolution.pdf](#)
[Resolution 03-18.pdf](#)

C. Action to approve Agreement #18-43: a letter of contract for professional engineering services between Brookings County and Banner Associates, Inc. for structure #06-280-116.

Documents:

[Banner Agreement Str 06-280-116.pdf](#)

D. Action to approve Agreement #18-44: a letter of contract for professional engineering services between Brookings County and Banner Associates, Inc. for structure #06-141-180.

Documents:

[Banner Agreement Str 06-141-180.pdf](#)

E. Action to approve Agreement #18-45: a right-of-way certificate for project number BRF 6361(00)17-1, PCN 06H7 in Brookings County for structure #06-150-219.

Documents:

[ROW Certificate 06H7.pdf](#)

F. Action to approve Agreement #18-46: a right-of-way certificate for project number BRO 8006(00)17-2, PCN 06H8 in Brookings County for structure #06-176-050.

Documents:

[ROW Certificate 06H8.pdf](#)

G. Action to approve Agreement #18-47: a right-of-way certificate for project number BRF 6317(00)17-3, PCN 06H9 in Brookings County for structure #06-220-190.

Documents:

[ROW Certificate 06H9.pdf](#)

H. Action to approve Agreement #18-48: a utilities certificate for project number BRF 6361(00)17-1, PCN 06H7 in Brookings County for structure #06-150-219.

Documents:

[Utilities Certificate 06H7.pdf](#)

- I. Action to approve Agreement #18-49: a utilities certificate for project number BRO 8006(00)17 -2, PCN 06H8 in Brookings County for structure #06-176-050.

Documents:

[Utilities Certificate 06H8.pdf](#)

- J. Action to approve Agreement #18-50: a utilities certificate for project number BRF 6317(00)17 -3, PCN 06H9 in Brookings County for structure #06-220-190.

Documents:

[Utilities Certificate 06H9.pdf](#)

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

Documents:

[Request to Fill Vac - Hvy Equip Op.pdf](#)

- L. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$7,000 for reimbursement from insurance for totaled sheriff's vehicle, to GL line 101-4-211-4260, receipt #38143.

Documents:

[Auto Supp - Sheriff.pdf](#)

- M. Action to appoint a Planning & Zoning Commission, District 2, representative to fill the remaining 2 years, 8 months of a 4 year term.

Documents:

[PZ App - Fenske.pdf](#)
[PZ App - Ford.pdf](#)
[PZ App - Howard.pdf](#)

9. Commission Department Director Report

Documents:

[Commission Dept Director Report.pdf](#)
[Winsor Twp Annual Statement.pdf](#)
[Bridge Improvement Grant Information.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence Received

Documents:

[Skychaser.pdf](#)
[Project SEARCH Graduation.pdf](#)
[DENR to Buffalo Ridge Ranch.pdf](#)
[DENR to Global Dairy.pdf](#)

12. Adjournment

13. Public Notices

- a. *April 16, Monday, Brookings City Manager Candidate Meet & Greet, 5:00 PM – 7:00 PM at the Children's Museum.*
b. *May 14, Monday: Project SEARCH Graduation, 7:00 PM at the SDSU Student Union Market Area.*

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.