



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

**1. 8:30 AM Call to Order on July 24, 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:

[07-03-2018 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 7.24.18.pdf](#)  
[Jul Dept of Rev 7.10.18.pdf](#)

B. Department Head reports.

i. Community Health/WIC

- *2nd Quarter report for FY 2018.*

Documents:

[Community Health Report.pdf](#)

ii. County Development Department

*Be it noted, Vice-Chairperson Bartley is authorized to sign the following:*

- *3rd Quarter SLA Report for FY 2018*
- *Time sheets for Director Robert Hill*

Documents:

[County Dev Report.pdf](#)

iii. Highway Department

Documents:

[Highway Report.pdf](#)

C. Finance Officer's report.

*Be it noted items:*

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

Documents:

[Finance Officer Report.pdf](#)

**7. Scheduled Agenda Items**

A. 9:30 AM - Recognition of Sergeant Jon Pike for his support of the National Guard.

- *The presentation will be made by Representative Spence Hawley.*

**8. Regular Business**

A. Action to approve Resolution #18-20: a replat of USBR Brookings Substation and an unplatted portion of land located in the SW 1/4 of the NW 1/4 and NW 1/4 of the SW 1/4 of Section 1, Township 110 North, Range 50 West, Fifth Principal Meridian, Brookings County, South Dakota.

Documents:

[2018plat001.pdf](#)

- B. Action to approve Resolution #18-21: a plat of Block 1, Intermill Addition in the south 1/2 of the southeast 1/4 of Section 8, T109N, R51W of the 5th P.M., Brookings County, South Dakota.

Documents:

[2018plat005.pdf](#)

- C. Action to approve Resolution #18-22: a plat of Block 1, Hope Addition, in the southeast 1/4 of Section 33, T109N, R52W, of the 5th P.M., Brookings County, South Dakota.

Documents:

[2018plat006.pdf](#)

- D. Action to approve Resolution #18-23: a plat of Tract 1, Norfeld Addition, in the NW 1/4 and the SW 1/4 of Section 14, Township 111 North, Range 48 West of the 5th P.M., Brookings County, South Dakota.

Documents:

[2018plat007.pdf](#)

- E. Action to approve Resolution #18-24: a plat of Berdan First Addition located in Government Lot 5 of Section 6, T112N, R52 West, of the 5th P.M., Brookings County, South Dakota.

Documents:

[2018plat009.pdf](#)

- F. Action to approve the low bid for janitorial services for the Brookings City & County Government Center to ISS Facility Services of Sioux Falls, SD.

Documents:

[Bid Tab - Custodial.pdf](#)

- G. Action to approve Agreement #18-79: a Brookings City & County Government Center Custodial Contract with ISS Facility Services of Sioux Falls, SD.

Documents:

[Agr 18-79 Custodial Specifications.pdf](#)

- H. Action to approve Agreement #18-80: an application for occupancy of right-of-way made by Sioux Valley Energy.

Documents:

[Agr 18-80 ROW.pdf](#)

- I. Action to approve Agreement #18-81: a letter of contract for construction administration services between Brookings County and Banner Associates, Inc.

- *464th Avenue (Co Rd #5) starting at 209th Street north to 201st Street, west on 201st Street to 462nd Avenue, north on 462nd Avenue to 199th Street.*

Documents:

[Banner Letter of Transmittal.pdf](#)  
[Banner Letter of Contract.pdf](#)

- J. Action to approve the letting authorization for project #BRF 6319(00)17-4, PCN 06HT, bridge #06-169-239.

Documents:

[Letting Auth BRF 63190017-4.pdf](#)

- K. Action to approve the letting authorization for project #BRF 6319(00)18-2, PCN 06VJ, bridge #06-169-238.

Documents:

[Letting Auth BRF 63190018-2.pdf](#)

- L. Action to accept the recommendation by the Joint Powers Board to declare the buildings on lots south of the Brookings City & County Government Center as surplus to be disposed of.

Documents:

[Map - Buildings South of Gov Center.pdf](#)

- M. Action to accept the recommendation by the Joint Powers Board to seek quotes for demolition of the buildings on the lots south of the Brookings City & County Government Center; to give salvage rights to the company with the low quote; and to prep the site for a future parking lot.

- N. Action to approve a reimbursement of \$1,382.82 to the City of Bushnell for the installation of a severe weather siren.

Documents:

[Sever Weather Siren Info.pdf](#)

- O. Action to authorize the Finance Office to publish a notice to hold a public hearing on a supplemental budget request.

Documents:

[Receipts, Letter to Sattizahn.pdf](#)  
[Courthouse Security Grant.pdf](#)

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

Documents:

[Commission Director Report.pdf](#)

Sioux Valley Commissioners Assoc.pdf  
Senior Companions Recognition.pdf  
Vision Brookings Summer Update.pdf  
Manure Expo.pdf  
County Convention Preregistration.pdf

## 10. States Attorney's Office Report

## 11. Commissioner Reports and Discussion Items

### A. Correspondence received.

#### Documents:

Uncle Sam Jam Thank You.pdf  
Chamber 2017 Report.pdf  
Otter Tail - Support of App.pdf  
Otter Tail - Settlement Stipulation.pdf  
Otter Tail - Approval of Settlement Stipulation.pdf  
Otter Tail - Cert of Service.pdf

## 12. Adjournment

## 13. Public Notices

- *July 23-27: Safety Week Events*
- *July 26, Thursday: City & County Safety Picnic, 11:00 AM-1:00 PM at Pioneer Park in Brookings.*
- *July 30-August 2: Brookings County 4-H Achievement Days at the Swiftel Center in Brookings. 4-H Pork BBQ from 5:00-7:00 PM, August 2.*
- *August 1, Wednesday: Vision Brookings Social and Panel Discussion, 5:15 PM at the Research Park (RSVP by Friday, July 27).*
- *August 15, Wednesday: Sioux Valley Commissioners Association Meeting, 12:00 PM in Lake County at Nicky's Restaurant.*

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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.