



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

1. 8:30 AM Call to Order on Tuesday, December 4, 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

Action: Motion to Approve, Request Comments, Voice Vote

5. Consent Agenda Items

Action: Motion to Approve, Note Consent Agenda Items, Request Comments, Roll Call

A. Approval of Minutes

Documents:

[11-20 Commission Meeting.pdf](#)

B. Approval of Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Approval of Personnel Action Notices

Documents:

[Personnel Action Notice Report-120418.pdf](#)

D. Approval of Human Services Report

Documents:

[Human Services Report.pdf](#)

6. Routine Business

A. Approval of Claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[Claims Payable 12.4.18.pdf](#)
[Dec Cell Phones 12.4.18.pdf](#)

B. Department Head Reports

i. Finance Office

Be it noted: Investment Report as of November 9, 2018 is presented

Documents:

[Investment Report.pdf](#)

7. Scheduled Agenda Items

8. Regular Business

A. Compromise and Settlement of a County Aid Lien

i. Action to approve Resolution #18-49: a resolution releasing a County Aid Lien.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Lien Resolution.pdf](#)

ii. Action to approve a Satisfaction of a County Aid Lien

Action: Motion to Approve, Comments, Roll Call

Documents:

[Satisfaction of County Aid Lien.pdf](#)

B. Action to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County in the amount of \$20,075, for reimbursement from insurance for a totaled patrol car, receipt #437545, GL line 101-4-211-4340.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Automatic Supplement - Sheriff.pdf](#)

C. Action to Approve a Request to Fill Vacancy for a Heavy Equipment Operator in the Highway Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Heavy Equip Operator.pdf](#)

D. Action to Approve a Request to Fill Vacancy for an IT Support Technician in the Commission Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - IT Tech.pdf](#)

- E. Action to Approve a Request to Fill Vacancy for an Office Manager in the Sheriff's Department.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Sheriff Office Manager.pdf](#)

- F. Action to Approve Appointments to the Brookings County Outdoor Adventure Center Advisory Board

Action: Motion to Approve, Comments, Voice Vote

- i. 4-H Leader and/or Extension Board Member

1. *Andy Dupraz*

Documents:

[BCOAC - Dupraz.pdf](#)

- ii. 4-H Shooting Sports Board Member

1. *Jerry Nold*

Documents:

[BCOAC - Nold.pdf](#)

- iii. Pistol Range Volunteer

1. *Arden Sigl*

Documents:

[BCOAC - Sigl.pdf](#)

- iv. Community At-Large Member

1. *Tim Reed*

Documents:

[BCOAC - Reed.pdf](#)

9. Commission Department Director Report

Documents:

[Comm Dept Dir Report.pdf](#)
[Board Letter.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

- A. Correspondence Received

Documents:

[Thank You - cover.pdf](#)

[Thank You - letter.pdf](#)

12. Executive Session in accordance with SDCL 1-25-2(1) and (3) - personnel and consulting with legal counsel

Action: Motion to Approve going into Executive Session, Voice Vote

Action: Motion to Approve coming out of Executive Session, Voice Vote

13. Adjournment

Action: Motion to Approve, Voice Vote

14. Public Notices

- a. *Thursday, December 6: Brookings Holiday Celebration, 5:00 p.m. at McCrory Gardens Education & Visitor Center.*
- b. *Tuesday, December 11: Meet with Leadership Brookings Class, 10:00 a.m., Community Room of the City & County Government Center.*
- c. *Thursday, December 13: Holiday Potluck, 11:30 a.m.-1:30 p.m., Brookings City & County Government Center.*
- d. *Sunday, December 16: Eagle Scout Ceremony for Will Egeberg, 2:30 p.m. at the Volga Community Center.*
- e. *Tuesday, December 18: Retirement reception for Commissioner Miller, 2:00 p.m. – 4:00 p.m., Chambers of Brookings City & County Government Center. There will be a program at 3:00 p.m.*
- f. *Monday-Tuesday, December 24-25: County offices will be closed in honor of the Christmas holiday.*

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.