



Stacy Steffensen, Commission Department Director

Brookings County

520 3rd St., Suite 210

Brookings, SD 57006

STAFF REPORT:

Be it Noted Items

- ❖ The volunteer names are listed in the minutes annually for work comp purposes.
- ❖ The wage list is required by statute to be listed in the minutes annually.

Scheduled Agenda Items

- 9:00 AM: Legislative Audit: The State Auditors are here to conduct the FY2019 audit. An Auditor will be at the meeting to present the Engagement Letter that needs to be signed by Chairperson Jensen.

Regular Business Items

- SDSU Extension MOU: This the annual MOU with SDSU Extension. The partial salary support did not increase from 2020. The county budgeted for a 3% increase, but that amount (\$619) will not be spent in 2021. No other changes were made.
- Trane Agreement: BCOAC Director Dustin Huber submitted this service agreement for approval. This is for the HVAC system at the BCOAC.
- Elderly Tax Freeze Applications: Finance Officer Lori Schultz provided a staff report and is recommending approval of these applications.
- Requests to Fill Vacancies: There are several requests due to retirements and promotions within departments.
- Board Appointments: As of the time of this report, there are no applications. But Housing closes at 5:00 PM Friday and I wanted it on the agenda if we do receive an application. We are still in need of Planning & Zoning Commission members for Districts 3 & 4, as well as an alternate; a First District Association board member; and (if no one applies for Housing) two (2) Housing & Redevelopment Commission board members. Mike Holzhauser resigned.

Director's Report

- The December year-end surplus analysis is attached to my report. We ended the year just below 25%, which is right where we like to be.
- The updated Work Plan is attached to my staff report. Changes are noted in red.
- I met with Brian Gustad and Commissioners Jensen and Krogman to review the township grant program. We will be sending a letter to the townships asking if there are other types of projects they need assistance with and if lowering the size requirement for culverts would be helpful, as well. We are also going to ask for an inventory of culverts in each of the townships.
- As part of the appointment list that was approved at the last meeting – we need to add “Detention Center Expansion Committee.” Commissioner Bartley has been attending the Jail Progress meetings that are held every other week. But we should formally approve that appointment and see if there is another commissioner interested in attending those meetings.
- Katherine Eberline from the Brookings Library is organizing the Bike Rodeo this summer, with the hope that they can hold it this year. The plan last summer was to use the south parking lot at the Government Center for a few hours. However, due to COVID the Bike Rodeo was cancelled. She asked once again for permission to use the south parking lot on either Wednesday, June 9th or June 16th from 12L00 PM to 2:30 PM. Ms. Eberline is addressing this with the City, as well. If this is okay – I will work

with the City, as well as staff in the building to let them know the lot will be closed for a few hours on the day that the Rodeo is scheduled.

Public Notices

- ✓ Monday, January 18, 2021 – County Offices closed for the Martin Luther King, Jr. holiday.
- ✓ Wednesday, January 20, 2021 – Virtual Brookings/SDSU Day at the Capitol.
- ✓ Monday, February 15, 2021 – County Offices closed for the President’s Day holiday.

A handwritten signature in black ink, appearing to read "Stacy Steffensen". The signature is fluid and cursive, with a large loop at the end.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota