



STAFF REPORT:

Regular Business Items

- Resolution – Wildland Fire Coordinator: This resolution was last updated in 2003. There is a letter from the South Dakota Department of Agriculture asking for updated information.
- Resolution - Weight Limits: This is the annual resolution setting weight limits on county highways and authorizing its enforcement.
- Community Health Agreement: The contract amount went up 2% from last year. No other changes were made.
- Change Order 002: This is a change order request for the jail expansion/remodel project totaling \$9,759. This amount includes plumbing revisions to overflows and combo units, addition of masonry chase walls, kitchen utility revisions and revisions to precast and storefronts at east entry.
- Right-of-Way and Utilities Certificates: These next four action items all pertain to the Sinai Bridge BIG project. Brian Gustad will have additional information.
- Vacancy Requests: There are two vacancy requests – both due to resignations in their respective departments.
- Surplus Items: Departments have been conducting their annual fixed asset reviews. Jenna Byrd provided staff reports on items that need to be updated.
- Sick Leave Bank: We have reviewed the Sick Leave Bank policy and have presented revisions to it. I have included the edited version showing the changes, as well as a clean version of the proposed updates.

Director's Report

- Attached to my report is additional information on the fund balances of the county. The December report will not be finalized until the Finance Office officially closes FY20 in late February or early March. So even this update isn't final. The only negative fund balance is in the Emergency Management Fund (-\$24,660.72). However, they do have a current cash balance of \$61,904.30 and when FY20 is closed, the fund balance will be in the black by approximately \$12,600. The "unassigned" fund balance line is in the negative in the General Fund. This is due to the amount that we needed to "assign" at year end to get us below the 40% surplus. Again – this number will be back in the black on 1/1/21 when FY20 is officially closed and fund balances roll into the new fiscal year. This is really a timing issue.
- Also attached to my report is a summary of the jail expansion/remodel project costs. I will continue to update this spreadsheet as the project progresses.
- Shawn Plowman provided a staff report on a grant possibility. He will speak more to this at the meeting.

Public Notices

- ✓ Monday, February 15, 2021 – County Offices closed for the President’s Day holiday.
- ✓ Tuesday-Thursday, February 16-18, 2021 – SDACC Spring Workshop, Ramkota in Pierre, SD

A handwritten signature in black ink that reads "Stacy Steffensen". The signature is written in a cursive style with a large initial "S".

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota