



Stacy Steffensen, Commission Department Director  
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## STAFF REPORT

### Agenda Items:

- 9:00 a.m.—Mayor Reed will be at the meeting for the vote on the approval of Chris Lilla as Director of Equalization.
- 9:15 a.m.—Todd Kays with First District will present their annual report. His presentation is included in the packet.
- 9:45 a.m.—4-H Youth Advisor Sonia Mack will be present to discuss the Extension Board's recommendations, as well as their strategic plan and goals. Their report is included in the packet.
- 2016 Assessment Plan—Joyce will present the Brookings County 2016 assessment plan and intentions.
- Distress Warrants—Vicki included a staff report.
- Tax Freeze Applications—Vicki included a staff report.
- Weight Limit Resolution—This is an annual resolution that the highway department brings to you each year.
- Tandem Axle Truck Resolution—The highway department wants to purchase a truck off of Lake County's bid.
- Dump Body Resolution—The highway department bid these items and wants to award the bid to Northern Truck, Inc.
- Joint Work Agreement—This is an annual agreement with the Moody County Highway Department.
- Sub-Lease Agreement—This is the sub-lease agreement that would allow the Department of Health to utilize office space at the Community Health Nurse offices.
- Jail Restructuring—Bart provided a staff report regarding this request.
- Jail Subcommittee—Chairperson Krogman and I discussed establishing a jail remodel subcommittee. This group could meet as needed to discuss the remodel and the process needed to move the project forward.
- Chamber Membership—I wanted to give the board a chance to review the County's Chamber membership level before we renewed for 2016. In 2015—we were at the "Investor" level, \$900. I have included the list of benefits in the packet. We did utilize the 'Think Local Showcase Table' this fall. Many of the benefits don't fit with county government, so they were not utilized.

- Presentation—We received the certificate recognizing Bob as a Certified Emergency Manager-Advance.

Director's Report:

- We received the Agri-Business grant payment of \$200,000 on January 11<sup>th</sup>. I finalized all of the paperwork with the Governor's Office of Economic Development and the remaining \$79,696.85 of that grant was submitted for payment on January 7<sup>th</sup>.
- I have included session bill information as of 1/20/16 with my report. These are bills that fall under the "counties" category. If there is additional information that you would like me to include in the packet, please let me know.

Upcoming Dates:

- Tuesday, January 26<sup>th</sup>—Optimist's Club Breakfast, 6:45 a.m. at the Econolodge in Brookings.
- Tuesday, January 26<sup>th</sup>—County Holiday Party, 5:00 p.m. at the Brookings VFW.
- Wednesday, January 27<sup>th</sup>—South Dakota Pipeline Association's Coordinated Response Exercise for Pipelines program at 11:30 a.m. at Swiftel Center.
- Wednesday, January 27<sup>th</sup>—Reception honoring City Council Member Scott Meyer from 5:00-7:00 p.m. at the Homestead Co-working Space, 311 3<sup>rd</sup> St., Brookings.

Thank you,

A handwritten signature in black ink that reads "Stacy Steffensen". The signature is written in a cursive, flowing style with large loops and a long horizontal stroke at the end.

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota