



Stacy Steffensen, Commission Department Director

Brookings County

520 3<sup>rd</sup> St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

## STAFF REPORT

### Agenda Items:

- Department Head Reports: We would like to set the date(s) for Equalization Boards in April.
- Finance Office Report: Vicki provided the December 2015 Finance Office report. The board will need to take action on the 2016 first quarter transfers to Highway, Emergency Management and the Register of Deeds Relief Fund.
- Be it noted items:
  - For work comp purposes, we have to list our RSVP and storm spotter volunteers each year in the minutes.
  - We have to list the individual wages of our employees in the minutes each year.
  - L.G. Everist was not able to give an in-kind contribution during construction of the 34<sup>th</sup> Avenue project. They are requesting that the county hold a credit with them for the highway department to spend as needed.
- 9:15 a.m.—Logan Zeisler with Delta Chi fraternity is coming to discuss the Boulevard Project. They are requesting \$500 for 2016 which would help buy 125 trees to be disbursed to the Brookings School District, as well as planted on boulevards in Brookings, White and Volga. In November of 2014, the Commission gave \$750 to the project. That original request was for \$500, plus \$250 to extend the project to the City of Volga. Nothing was given or requested in 2015.
  - The board spent \$2,750 of the \$3,700 budgeted in the public relations line in 2014. Those expenses were: \$500 to Elkton Fireworks; \$1,500 to Uncle Sam Jam; \$750 for the boulevard tree project.
  - The board spent \$3,139.86 of the \$3,700 budgeted in the public relations line in 2015. Those expenses were: \$500 to Elkton Fireworks; \$1,500 to Uncle Sam Jam; \$39.86 for “Think Local” donation; \$500 for Christmas Kids & Cops; \$600 to Chamber for Brookings Day.
  - The 2016 budget for public relations is only \$3,000. We do plan on asking the Chamber to make a request through the non-mandated process at budget time for any future Brookings Day expenses. The board has routinely given \$500 to Elkton for fireworks and \$1,500 to the Uncle Sam Jam. Other past expenses have included a donation to the Arlington Veterans Memorial of \$1,000 and the Parade of Lights in Brookings of \$500.
- 1:00 p.m.—The public hearing on the Comprehensive Land Use Plan is scheduled for 1:00 p.m. The draft plan, as amended by the Planning & Zoning Commission at their January 26<sup>th</sup> meeting, is included in the packet along with a staff report from Bob.
- Chamber Membership (tabled from 1/26/16): I contacted David Merhib with the Chamber and he said that since it took most of 2015 to get their current membership into one of the “Bundle Up” levels, they decided to keep the levels the same for 2016 for consistency. He said the board will be looking at membership levels at upcoming meetings, and he would let me know if there is discussion regarding a government level of funding.

- Request to Fill Vacancy: This is a request to fill vacancy in the Equalization Department for the Deputy position which was vacated due to the promotion of Chris Lilla.

Director's Report:

- The draft agenda for the Spring Workshop, March 16-17, is included with my report.
- The 4<sup>th</sup> Quarter Report from Community Health is attached to my report. Karen Larsen and Jen Burns presented the report at the last meeting. However, the report itself was not included in your packet.
- The retirement party for Joyce Dragseth is attached to my report.
- I will be out of the office on vacation from 1:30 p.m. Thursday, February 11<sup>th</sup> through Tuesday, February 16<sup>th</sup>.

Upcoming Dates:

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen".

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota