



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:

- 9:15 a.m. alcohol license: Kristen from the Finance Office and the applicant, Andrea Diedrich, will be available to answer questions. State statute and our liquor ordinance allow a current license holder to temporarily use their license at a different location for special events. Ms. Diedrich holds a retail on-sale liquor license with Jay Street Pub in Bruce. I have included the language from our ordinance that speaks to these types of temporary licenses along with the application in the packet.
- 9:30 a.m. Public Hearing: There were a number of changes made to the Provisional Budget. All changes have been highlighted in yellow on the budget document. There is a document that must be approved that lists the changes to the Provisional Budget as well. That document is in your packet.
  - Vicki and I did reduce contingency to equal 5% of total appropriations. We had to remove the \$45,000 that was “earmarked” for ECBH. We put that \$45,000 back in to cash applied. I have a note that at the first meeting in January 2017, the board can take action to assign \$45,000 of fund balance for ECBH if you so choose.
- Routine: Plats, surplus items, right-of-way application
- Agreement with BKV: This is the architectural firm that the Jail Expansion Committee chose as their top candidate after interviewing 3 of the 8 firms that submitted RFPs.

### Director's Report:

- The State's Attorney's office and the Sheriff's Department are in need of a way to share video files easier—without having to create DVDs or CDs; as well as being able to attach videos to Zuercher reports. Shawn has researched this issue and has found a way to store the videos so that both those departments would have access to them. Shawn will be available to answer questions.
- Cost of flu shots with Community Health is going up to \$45 from \$25. There is an additional \$20 administration fee that they would be charging per shot. We do the flu shot clinic in conjunction with the city. In researching other entities that provide flu shots, Avera was the cheapest at \$35 and can do it for both the county and city. Laura does have the additional dollars in the HR budget. We had a date set for the flu shot clinic, but that date does not work for Avera so we will be rescheduling that as soon as possible. Community Health informed us of the \$20 price increase on September 8<sup>th</sup>.
- The Health Fair is October 27<sup>th</sup>. The past several years there has been up to \$100 of incentive pay for employees taking part in the health screenings and who have positive results in a number of different areas. The Department Heads have said they would like to continue this for their employees. The results are analyzed by Laura and the pay is done through payroll.
- Kirsten Gjesdal with the Brookings Farmers Market said the group is applying for a Wellmark Kickstarter grant. They will be requesting funding for outdoor power outlets (locked when not in use), permanent outdoor benches and bike racks. I did inform her that anything that is done on the courthouse property is ultimately a commission decision. Ms. Gjesdal said this is all very preliminary and would not happen without the grant funding. They are aware of the approvals needed as well. She did address the power bill and noted that the Farmers Market would be financially responsible

for all electrical costs throughout the year. I wanted to bring this to the board now so you are aware of what requests may be coming.

- I have included a handout on the Juvenile Justice Public Safety Improvement Act (SB73) that I received at convention.

Upcoming Dates:

- October 10, Monday: County Offices will be closed in honor of Native American Day.
- October 18, Tuesday: The board has been invited to attend a tour of the Novita facility at 6:00 p.m.

Thank you,

A handwritten signature in cursive script that reads "Stacy Steffensen". The signature is written in dark ink and is positioned above the typed name.

Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota