



Stacy Steffensen, Commission Department Director

Brookings County

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## STAFF REPORT:

### Agenda Items:

- 9:00 a.m. Public Hearing: Approving a supplemental budget resolution to pay for the new highway shop in Sinai. Dick had budgeted for this project over the past several years. This resolution would allow us to use \$10,000 of those funds that went unspent in previous years' budgets.
- Building permit: This was discussed at the last meeting. It was recommended that we place this refund on a future agenda for official action by the board. A copy of the building permit is included in the packet.
- Request to Fill Vacancy: This request comes with the anticipated retirement of Belinda Kruse.
- Plats: Richard has provided staff reports.
- BIG resolutions: These resolutions approve the grant applications that Dick is submitting.
- Community Health Agreement: This is the agreement approving our payment to the state. A second agreement will be approved in the spring that addresses the state's payment and staffing. Our payment amount of \$10,300 is the same as 2016.
- Automatic Supplements: These are all for unanticipated revenue in 2016. The amounts supplement the various expense accounts noted.
- Contingency Resolution: As was discussed at last week's meeting, there were expenses above and beyond what we could anticipate in several departments. And we have almost an entire extra payroll with salaries this year due to payables. We still have approximately \$130,000 left in contingency after this resolution is passed. Vicki and I will again be looking at the budgets before the December 27<sup>th</sup> meeting to see if another resolution is warranted.
- Year End Designations: I included a separate staff report for this item in the packet.

### Director's Report:

- We did not receive any applications for the Swiftel Center Advisory Board vacancy, however I did have one participant at Leadership Brookings indicate that she was interested in it. I sent her information about the board and an application.
- First District Association sent out surveys regarding their Comprehensive Economic Development Strategy. I will distribute the surveys on Tuesday at the meeting. Each commissioner can fill out their own. When you are finished with it, please return it to me and I will submit them.

- A number of county departments have started doing PSAs in both the newspapers and on the radio stations. The Finance Office has done notices for the deadline to pay property taxes, several for voting-including absentee information, registration deadlines, availability of sample ballots, vote center locations and polling hours. Emergency Management has done severe weather ads and Bob has been on the radio. Equalization did a notice for exempt property owners. The Highway Department calls the radio stations directly with information, and they've done notices regarding their hours. Veteran's Services is planning on doing a PSA regarding proper flag disposal. The Sheriff's Department has done PSAs on seatbelt usage and drinking and driving.
- Included with my report is an email/press release from the State regarding the distribution of Juvenile Diversion funds.
- Updated General Fund Surplus Analysis history is included with my report.

Upcoming Dates:

- *County Offices will be closed from 12:00 p.m. to 5:00 p.m. on Friday, December 23<sup>rd</sup> and all day on Monday, December 26<sup>th</sup> in honor of the Christmas holiday.*
- *The board has been invited to attend the retirement celebration of State's Attorney Clyde Calhoon on Thursday, December 29<sup>th</sup> from 2:00 p.m. to 4:00 p.m. in the Chambers of the City and County Government Center.*
- *County Offices will be closed on Monday, January 2<sup>nd</sup> in honor of the New Year's Day holiday.*

Thank you,



Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota