



Stacy Steffensen, Commission Department Director
Brookings County
520 3rd St., Suite 210
Brookings, SD 57006
605-696-8205
ssteffensen@brookingscountysd.gov

STAFF REPORT:

Regular Business Agenda Items

- ❖ Plat: This was approved at the February 6th Planning & Zoning Commission meeting with a unanimous vote for approval. Richard Haugen has provided a staff report.
- ❖ Jail Committee: As the jail project has advanced and the Commission is now making decisions as needed, this committee is no longer meeting.
- ❖ Banner Agreement: This was accidentally approved as a resolution at the 2/19/19 meeting. We need action to rescind this as a resolution and approve it as an agreement.
- ❖ Right-of-Way: This is a routine right-of-way agreement with Sioux Valley Energy.
- ❖ Easement Agreement: This is an agreement with Old Tree Farms/Frido Verpaalen to bore under 216th Street. Brian Gustad will have more information.
- ❖ Delinquent Tax Payment Agreement: Vicki Buseth provided a staff report and is recommending approval.
- ❖ Elderly Tax Freeze: Vicki Buseth provided a staff report and is recommending approval.
- ❖ Abatements: There are a number of abatements to approve. Vicki Buseth has provided a staff report. Both she and DOE Jacob Brehmer recommend approval.
- ❖ Automatic Supplement: This is reimbursement for a damaged patrol vehicle.
- ❖ Highway Bids: The bid opening was held on March 5th. The bid tab sheet is included.
- ❖ Purchase Agreements: These are purchase agreements that correspond with the highway bids.
- ❖ Requests to Fill Vacancies: There are three requests. The first is a Deputy Sheriff's position which is vacant due to a resignation. The second is an appraiser; vacant due to the promotion of Reid Squires in the Equalization Office to the Deputy position. The third is a part-time membership assistant at the BCOAC, vacant due to a resignation.

Director's Report

- The January surplus analysis information is included. Vicki already discussed this at the last meeting, but we are about average for January month-end.
- I visited with Janet Gritzner with the Daughters of the American Revolution regarding the upkeep of the Medary Monument. There is a grant available through the Mary Chilton Foundation which the local chapter would like to apply for. However, the entity that owns the monument (now the county) has to apply for the grant. Gritzner said they have the grant proposal finished and can help facilitate the application process. The dollars would pay for repairs of the monument – including concrete work on the steps and base and repairs to the stone masonry. Gritzner also noted that if a grant was received, we would need to have signage at the site that speaks to that Foundation's assistance.
 - We also discussed upkeep of the site and Gritzner noted that her group could do some landscaping, but they do not have the means to keep the site mowed. She said the highway department used to mow the site. Since then, she believes neighbors have been doing the work.

- Governor Noem has declared Good Friday (April 19th) and Easter Monday (April 22nd) as administrative leave days for state employees. Our employee manual references Good Friday – in that we will follow the state. However, it does not mention Easter Monday. Governor Noem’s email and a copy of the policy is included with my report.
- The Prairie Nightingale Spring Social is Monday, April 8th at 6:00 p.m. at the new ambulance station. I will need to RSVP by April 1st for anyone planning to attend.
- The Daschle Dialogues will be held on Monday, April 15th at 6:30 p.m. at the Larson Memorial Concert Hall at the Performing Arts Center. I need to RSVP by March 15th for anyone planning to attend.
- We will need to discuss travel plans to Pierre for the Spring Workshop – leaving Tuesday or Wednesday morning. I do have the Traverse reserved. My plan is to take my personal vehicle and leave Tuesday afternoon.

Upcoming Dates

- Wednesday, March 13th & Thursday, March 14th – SDACC Spring Workshop, at the Ramkota in Pierre, SD.
- Wednesday, March 20th – Sioux Valley Commissioner’s Association quarterly meeting, 12:00 p.m. at Our Redeemer Lutheran Church, Bryant.
- Tuesday, April 2nd – Chamber/CVB/BEDC Annual Meeting, 5:00 p.m. – 7:00 p.m. at the Swiftel Center.
- Tuesday, April 9th – Equalization Boards, 1:00 p.m., Chambers of the City & County Government Center.



Stacy Steffensen
Commission Department Director
Brookings County, South Dakota