



Stacy Steffensen, Commission Department Director

Brookings County

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STAFF REPORT:

Regular Business Agenda Items

- ❖ Plat: This was approved at the March 7th Planning & Zoning Commission meeting with a unanimous vote for approval. Richard Haugen has provided a staff report.
- ❖ Limited Deputy SA: Dan Nelson is requesting this be approved due to a conflict of interest on a pending case.
- ❖ Bridge Inspections: This resolution is for the 2019 bridge inspections (all structures over 20 feet long). These are inspected every other year.
- ❖ Resolution #18-51: The highway department has been working to get all of the information complete on this resolution. Once finished, it will be noticed and a public hearing will be held at a future meeting. As of the time of this report, I do not have a date to approve this from Brian – but I hope to by the meeting Tuesday.
- ❖ Easement Agreement: This was tabled at the last meeting. Brian was able to meet with Mr. Verpaalen and review the site. He said there are no drainage concerns and would recommend approval.
- ❖ Abatements: There are several abatements that both DOE Jacob Brehmer and Finance Officer Vicki Buseth are recommending approval for.
- ❖ Weed Bid: Misty will have additional information. This was the only bid submitted.
- ❖ Automatic Supplement: This is reimbursement for a damaged patrol vehicle.
- ❖ Vacancies: Kristin Heismeyer has submitted requests to fill vacancies for three positions at the Brookings County Outdoor Adventure Center.

Director's Report

- The February surplus analysis information is included. At 12% - we are slightly below average. I expect that trend for March, but it will go up once first-half taxes are paid in April.
- Commissioner Krogman asked that I present the 301 (Building) Fund, fund balance, information as a discussion point for possibly setting money aside for the purchase of the BATA bus garage. Currently, we only have \$755,589 in fund balance that could be designated.
- I worked with Commissioner Boersma and Pierce on the RFP for a Construction Manager at Risk. We will have a draft of a potential scoring sheet the board could use to review applicants. We will need direction from the board on that draft, as that will affect the overall document. We will also need to determine if a phased approach to the application process is appropriate.
- March 12th through the 14th the courthouse and the Government Center experienced leaking issues. In the courthouse, several offices were displaced for a couple of days. Several people really stepped up to help. I would like to thank our maintenance staff – Justin Johnson and Terrance Heidemann. Alex Berkness with the Highway Department came in several times during the overnight hours on Wednesday, March 12th to monitor the totes that, at times, were filling every 30 minutes. Alex is also on the Brookings Fire Department and reached out to Chief Darrell Hartmann who responded with several volunteer firefighters and their 100' ladder truck and broke up the ice dams that had developed on the roof of the courthouse and cleared the drains. After they were able to do this, the leaking

slowed down tremendously. Thank you to Jenny Hammrich at the courthouse for helping, as well. I appreciate everyone's patience. The insurance adjuster walked through on March 15th – and we're still working through that process.

- We also had a leak around a pipe in the county storage area in the basement of the Government Center. Luckily we found it shortly after it had started and were able to contain it. Thank you to Terrance Heidemann again, who stopped by later Wednesday night to empty that tote and to Michelle Delaney for helping me past normal work hours to make sure items in the basement were moved out of harm's way.

Upcoming Dates

- 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.
- Friday, April 19th – Offices closed in honor of the Good Friday holiday.



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Brookings County, South Dakota