



Stacy Steffensen, Commission Department Director

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## **STAFF REPORT:**

### **Scheduled Agenda Items**

- **9:00 AM:** Brian Gustad invited John Rittershaus with the SDDOT to discuss the extension of the county's BIG Grant Projects; specifically the bridges on South Hwy 77. Mr. Rittershaus will have details on the amount of time the contractor has been able to work, what has been completed so far and the plans for continuing work through the winter months.
- **9:30 AM:** A representative from the Trenton Township board will be at the meeting to discuss their current road conditions and financial situation. They may make a request for financial assistance.
  - Trenton Township was approved for culvert grant funding earlier this year. There is a claim scheduled to be paid at the next meeting on November 19<sup>th</sup> for \$4,040.98 for the completed project.
  - I don't recall the county providing financial assistance to townships outside one of our grant programs in the past.
  - Prior to Tuesday's meeting, I will research possible funding avenues if the board approves financial assistance.

### **Regular Business Items**

- ❖ **Resolution – Surplus Property:** This is the property in Aurora that was sold at public auction on October 21, 2019. Vicki Buseth has provided a staff report.
- ❖ **Pictometry Agreement:** This is an update to the agreement approved last year to retrieve the Pictometry files in a different format. They will be sent digitally instead of mailing a hard drive. This was requested from BMU to work better with their system. There is no additional charge for this change this time. Brookings County, Brookings City and E911 will have the option to get the files in this format, as well.
- ❖ **Quit Claim Deed:** This is for the property in the City of Elkton the county is transferring to the city. Vicki Buseth has provided a staff report.
- ❖ **Automatic Supplement:** This is for unanticipated revenue from an insurance reimbursement.
- ❖ **Christmas, Kids & Cops:** The County has donated \$500 for this program for the past four years. There is still \$1,000 in the Commission – public relations budget line for FY2019.
- ❖ **Board Appointments:**
  - We received one application for the one position on the Brookings Health System Board from incumbent Sheila Anderson.
  - We received five applications for the six positions on the Extension Board. All applicants are incumbents. We will re-advertise the one position still available. Since the deadline, we have received an application.
  - We received two applications for the two positions on the Planning & Zoning Commission. Both are incumbents.
  - We received one application for the two alternate positions on the Planning & Zoning Commission. We will re-advertise for the one position.
  - We received two applications for the two positions on the Weed & Pest Board.

- We did not receive applications for the one position on the Housing & Redevelopment Commission or the one position on the Brookings Human Rights Commission. We will re-advertise both of those positions.
  - The BCOAC Advisory Board applications are due November 1<sup>st</sup>. Those appointments will be made at the November 19<sup>th</sup> meeting.
- ❖ Work Plan: I have made several updates to the Work Plan document. Those additions are in brown. We can discuss as needed.

### Director's Report

- Included with my report is information on the cost of the two parking lot projects this year – BCOAC and Government Center. The bid for the Government Center lot was \$193,014.83. The county's 52% would be approximately \$100,400. The bid for the BCOAC lot with the change order is \$148,000. There may be additional unforeseen costs with this project. I don't know the exact dollar amount at this time. Our budgeted amount available for the two projects is \$238,744, about \$9,700 short. However, we budgeted for a large highway project that will not be done in FY2019 – so we do have enough in the 301 Fund to cover the costs of both these projects.
- We are starting to get approved township projects finalized. The board will start seeing reimbursement payments at the next meeting in November. As of the time of my report, Trenton and Volga Townships claims are submitted for reimbursement. Both projects came in lower than the original estimates. I will provide updated cost information at the November 19<sup>th</sup> meeting.
- Laura and I, along with Kristen and Vicki in the Finance Office, have been working on implementing the new Health Reimbursement Account (HRA) plan that will take effect January 1, 2020. Wage Works, the entity administering the HRA, needs 4% as a pre-funded amount prior to 1/1/20. We need to open a new, separate bank account to track all of the payment and reimbursement information. Vicki is looking into whether we can take the 4% as a lump sum out of one budget (easier for us), or if we need to pro-rate that amount by each individual department (may be required by Legislative Audit). Either way, there will be a separate claim to approve at the 11/19/19 meeting to fund that new bank account. The amount is 4% of the county's total risk for FY2020 – approximately \$10,000. I don't have an exact amount at this time, as the new enrollment information isn't available yet. Also on 11/19/19, the board will need to approve a Funding Profile contract with Wage Works that speaks to the pre-fund dollars.
- The next Sioux Valley Commissioners Association (10-County) meeting is Wednesday, November 20<sup>th</sup> at noon in Huron at the Nordby Exhibit Hall. Please let me know if you plan to attend. The agenda is included with my report.
- I attended the Pictometry Lunch & Learn on October 23<sup>rd</sup> sponsored by Eagleview – the company that collects our imagery. If the county were to experience a tornado, earthquake, or terrorist attack – they would come do another flight for free to take essentially "after" pictures of any destruction. Also – due to the weather this spring, they are going to come re-fly the rural parts of the county. Things greened up before they had enough good weather days to get decent pictures taken. This will also be done free of charge.

- | ➤ Health Fair Statistics:  | <u>2019</u> | <u>2018</u> | <u>2017</u> |
|--|-------------|-------------|-------------|
| ○ Total vendors invited to participate:  | 23          | 26          |             |
| ○ Total who responded yes:   | 16          | 15          |             |
| ○ Total who responded no:  | 3           | 8           |             |
| ○ Total who did not respond at all:  | 4           | 3           |             |
| ○ Total who actually attended:   | 14          | 15          |             |
| ○ Flu Shots administered:  | 46          | 50          | 40          |
| ○ Health screenings:   | 52          | 52          | 48          |
| ▪ SDRS/SDRS Supplemental had to cancel at the last minute due to blizzard conditions in Pierre for the 2019 Health Fair. |             |             |             |
| ▪ In 2017 that city did the invitations to vendors, so we don't have that information.                                   |             |             |             |
- The Commission received an invitation for a public input meeting to develop the 2020 South Dakota Coordinated Plan for Natural Resources. There are several meetings throughout the state. The closest to Brookings is at the Outdoor Campus East in Sioux Falls on Thursday, November 7<sup>th</sup>. Additional information is included with my report.

### Upcoming Dates

- Wednesday, November 6: District Weed Meeting at BCOAC, 8:30 AM
- Saturday, November 9: Pumpkin Chuckin' at the BCOAC, 11:00 AM
- Monday, November 11: County offices closed in honor of the Veteran's Day holiday
- Tuesday, November 12: 4-H Recognition Night at the BCOAC, 5:00 PM – 6:15 PM meal, 6:30 PM awards
- Thursday, November 14: CMAR RFP Pre-Proposal Meeting, 1:30 PM, Sheriff's Office
- Wednesday, November 20: Sioux Valley Commissioner's Association Meeting, 12:00 PM, Nordby Exhibit Hall, 1060 3<sup>rd</sup> St. SW, Huron
- Thursday – Friday, November 28-29: County offices closed in honor of the Thanksgiving Day holiday
- Tuesday, December 3: Agriculture Appreciation Banquet, Swiftel Center



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