



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 Items

- ❖ Plats: There are four plats on the agenda for approval. All were approved unanimously at the August 4, 2020 Planning Commission meeting. Richard Haugen provided staff reports for each plat.
- ❖ Township Grant: Highway Superintendent Brian Gustad is not recommending approval based on the following information:
 - **31-14-27. County construction or replacement of bridges and culverts on township secondary roads-Reimbursement of county.** If a township board of supervisors or county highway superintendent requests the board of county commissioners to construct or replace in its entirety any bridge or the placing or replacing of any culvert with an opening of sixteen square feet or more including material upon the secondary roads within the township, the board of county commissioners may cause the work to be done and the township shall reimburse the county up to and including five hundred dollars. If the cost is in excess of five hundred dollars, the county and township may enter into an agreement as to how the cost in excess of five hundred dollars will be split between the county and the township. After the placing or replacing of any culvert as provided in this section, the culvert shall be maintained and kept clean at the expense of the township. The construction or replacing of any bridge or the placing or replacing of any culvert with an opening of less than sixteen square feet upon a secondary road within a township shall be at the total expense of the township. The bridge or culvert shall be maintained and kept clean at the expense of the township.
 1. The project does not fit the criteria laid out in the Brookings County Application for Assistance with Culvert Projects. Currently in place is 1 – 24” RCP and 1 – 36” RCP. Their proximity to each other does not allow adding the 2 culverts together as they are spaced too far apart so we have to look at these structures individually.
 - i. 24” culvert = 3.14 Sq. ft. opening
 - ii. 36” culvert = 7.07 Sq. ft. opening
 2. The application asks to increase the size of culvert from 24” to 36”; which still goes against SDCL 31-14-27 as 2 – 36” culverts together is less than 16 sq. ft. Furthermore there is no drainage study to prove the change would be sufficient enough to handle a 10 year flood event, which is typically required in the South Dakota local roads manual. Without that proof how do we ensure our investment would sustain the test of a flood event?
 3. The Commission has denied requests in the past for smaller openings than 16 sq. ft.
 4. Brian had not met with Alton Township representatives prior to submission of the application – which is a requirement, he just spoke with Mr. Davis on the phone after he had turned in the application.
- ❖ Automatic Supplement: This is a request to supplement the Human Services budget due to a double payment of a bill. The reimbursement has already been received.
- ❖ Vacancy Requests: There are two requests – the first is from Jenna Byrd to hire temporary election workers to assist with the absentee voting process for the November General Election. The workers from June are not available this fall. The second request is for a Truck Driver, which is a split position between Weed and Highway. This is vacant due to an internal promotion.

Director's Report

- The July month-end General Fund surplus analysis information is included with my report. The ten-year average is 28% - and we're at just shy of 34%.
- An updated SDACC Fall Convention agenda is attached to my report. The convention is moving forward as scheduled at the Ramkota in Sioux Falls.
- I would like the Commission to discuss a date for department head evaluations.
 - Department head self-evaluations will be due to HR by September 18th; HR will send self-evaluations and Commission evaluation forms to each Commissioner by September 25th; Commissioner written evaluations are due back to HR by October 16th; need to set a date for in-person evaluations.

Public Notices

- ✓ Offices closed, Monday, September 7, 2020 due to the Labor Day holiday
- ✓ SDACC Fall Convention, Sept. 13-15, 2020, Ramkota, Sioux Falls
- ✓ County Tour, 8:30 AM, Tuesday, September 29, 2020 – leave from Highway Department



Stacy Steffensen
Commission Department Director
Brookings County, South Dakota