



Stacy Steffensen, Commission Department Director

Brookings County

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STAFF REPORT:

Be It Noted Items:

- ✓ Volunteer Lists: These are the names of the volunteers that we list in the minutes for work comp purposes.
- ✓ Wage List: This is done in accordance with SDCL 6-1-10 and must be done in January each year.
- ✓ Quarterly SLA Report: The chairperson signs these quarterly reports for the SLA for Emergency Management.

Scheduled Agenda Items

- ❖ 9:00 – Smokin’s Pub N Grub: Owner Wendy Hanson will be at the meeting to discuss the denial of her on-sale liquor license application. Senior Finance Assistant Jenna Byrd provided a staff report/timeline for Smokin’s. My understanding is that the available license (due to the commission denying Hanon’s application) is currently being advertised.

Regular Business Items

- First Reading – Ordinance 2022-01: This is the first reading of a rezoning ordinance that was recommended for approval by the Planning Commission. The second reading and public hearing will take place at 9:00 AM on February 22, 2022.
- Plat: This plat was approved unanimously at the Planning Commission’s January 4, 2022, meeting.
- Resolution – Weight Limits: This is the annual resolution setting weight limits on county highways for 2022. A list of affected roads is included with the resolution.
- Agreement – Detention Center: This is an inmate housing contract with Moody County to house their inmates in our detention center.
- Agreement – DOT: This is a joint agreement with SDDOT for a rumble strip/pavement marking project on 476th Avenue. The project is 100% eligible for Highway Safety Improvement Program federal funding. The County will be responsible for maintenance.
- Voluntary ROW Agreements: There are two voluntary right-of-way donation agreements. Highway Superintendent Brian Gustad will have additional information.
- Certificates: There is a utilities and a right-of-way certificate for a Bridge Improvement Grant project for structure #06-150-215 on County Road 9.
- Change Order 010: This change order for the jail project totals \$16,707. Itemized - \$8,806 credit to contingency for unforeseen fireproofing at existing building line; \$3,216 for the relocation of the transformer box for the portable generator; \$865 for an added ceiling in a janitor’s closet; \$4,661 credit to contingency for missed commercial hardware; \$3,390 for added landscape rock on the north side of courthouse; \$5,950 for added landscape rock at the generator area; \$1,722 for the addition of cuff rings on a concrete bench in the holding area; \$1,564 for an added outlet for vacuum sealer machine.

- Motor Grader Appraisals: There are three appraisals submitted for determining the value of a motor grader that will be sold online. The appraisals came in at \$130,000; \$115,000; and \$111,500-\$117,500. The average is \$118, 833 to \$120,833.
- Late Elderly Tax Freeze Application: Finance Officer Lori Schultz is recommending approval.
- Vacancy Requests: There are three requests to fill vacancies for the Sheriff/Jail. The full-time Deputy is due to a resignation. The full time CO is due to an internal promotion. The temporary Deputy is also due to an internal promotion and is needed due to someone being activated through Guards.
- Supplemental Budget: I would like consensus to publish a hearing for a supplemental budget resolution. This will be to pull money out of fund balance to provide budget authority in 2022 for the jail project, the interchange project, the Sinai bridge project, radios for the sheriff and possibly other needed items after we do a full review.

Director's Report

- The December surplus analysis is at 26%, which is right at the 10-year average and right where we want to be a year-end.
- There has been some emailing back and forth with ICAP regarding the terms they've established for their board and those terms aligning with our county commissioner appointee's term in office. Both Commissioner Boersma and I have reached out and said that there needs to be some leniency with elected officials, as terms will probably never match up perfectly. At the time of this report, I have not heard back.
- Attached to my report is an email that Bob Hill had forwarded regarding the NACo Legislative Conference next month, as well as final rules on ARPA funds. The paragraph that has the highlighted yellow information, as well as the following paragraph that lists what "government services" are considered are important to note. Does the commission want to schedule more discussion on use of ARPA funds now that we have new information?

Public Notices

- Friday, January 14, 2022 – Retirement Party for Jail Administrator Bart Sweebe, 2:00 PM – 4:00 PM, County Commission Chambers
- Monday, January 17, 2022 – Offices closed in honor of the Martin Luther King Jr. Day holiday
- Wednesday, January 19, 2022 – Brookings Day at the Capitol, Pierre, SD
- Friday, January 21, 2022 – Farewell Party for Brenda Schweitzer, 5:00 PM – 7:30 PM at Cubby's; program at 6:30 PM.
- Monday, February 14, 2022 – Towns & Townships Meeting, 10:00 AM, BCOAC
- Monday, February 21, 2022 – Offices closed in honor of the President's Day holiday



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 Brookings County, South Dakota