



Stacy Steffensen, Commission Department Director

Brookings County

520 3rd St., Suite 210

Brookings, SD 57006

STAFF REPORT:

Scheduled Agenda Items

- ❖ 9:00 AM – Special Event License: This is a routine special event license that Andrea Diedrich with Jay Street Pub is requesting for a wedding held at the Bennett Barn on August 27th.
- ❖ 9:05 AM – Firefighters Assoc. ARPA Request: The commission asked the fire departments to present their needs in the form of an ARPA request. Dave Jacobson, President of the Association, will be on hand to answer questions about their submission.
- ❖ 9:30 AM – FY2019 Audit Review: Jeff Schaefer with Legislative Audit will be at the meeting to present the FY2019 audit report.

Regular Business Items

- Plats: There are 12 plats that were all approved unanimously at the Planning Commission's August 3rd meeting.
- Custodial Contract: This is a 2-year contract with Velociti Services for contracted custodial work at the Government Center. The contract we originally had was with ISS, which was bought by Velociti. This extends the contract for 2 additional years at the price originally bid by ISS of \$3,875/month.
- Helpline MOU: This service would allow the Human Services Assistant to help individuals who do not meet County qualification criteria or have additional needs with assistance/referrals to other programs.
- Change Order 015: This change order includes \$2,412 for an added pipe chase; \$54,504 for additional security updates/needs in the current Sheriff's Office area. This was originally part of the change order that was rejected for security upgrades at the courthouse. However, when that was rejected, it also rejected the updates to the Sheriff's Office area – which wasn't caught. This also includes a \$10,985 contingency deduct for added metal work for covering existing conditions; \$1,192 to extend new ceiling down hallway in Sheriff's Office area to door; \$3,945 for the addition of the skylight screen protection; a \$1,872 deduct from contingency for the use of handrail brackets as handcuff hooks at booking and master control; and a \$1,329 deduct from contingency for the ceiling at Lobby 1201, which was not specified, therefore not accounted for in the original bid.
- Vacancy Request: This request is due to an employee being hired by another county department.
- Surplus Items: Senior Finance Assistant Jenna Byrd has provided a list of items to declare as surplus property to be disposed of.
- Rural Access Infrastructure Funds: Commissioners Jensen and Krogman, Highway Superintendent Brian Gustad and I met on Aug. 10th to discuss the RAIF funds the county received and the process for distributing those dollars to townships. We will update the full commission on our discussion.
 1. We have received applications for culvert projects this construction season using allocated General Fund dollars: ten applications from Oakwood Township totaling \$116,545 and two from Eureka Township totaling \$70,372.55. The County does a 50/50 cost share. Total project costs for each entity would be approximately \$93,460. We have just under \$83,000 budget remaining for FY22.
- FEMA Floodplain Map: This is a discussion item only at this time. Commissioner Boersma will lead the discussion.

VSO Report

- ✓ 61 appointments/cases worked
- ✓ 23 DAV van rides
- ✓ 2 outreach events

Director's Report

- Remember to speak directly into your microphones. Those watching on TV or YouTube cannot hear you and the recording doesn't pick it up when you aren't talking directly into your microphone. I will be reminding you throughout the meeting if you forget.
- Looking at Wednesday, October 12th to schedule the highway road and bridge tour. Please check your calendars.

Public Notices

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- Tuesday, August 30 – Commission ARPA Meeting, 8:30 AM, Community Room
- Monday, September 5 – County Offices closed for the Labor Day holiday
- Sunday, September 11 – Tuesday, September 13 – SDACC Fall Convention, Pierre Ramkota
- Thursday, September 29 – First District Annual Picnic, First District Office, 418 18th Ave. NE, Watertown
- Saturday, October 8 – Banner Associates Annual Client Appreciation Tailgating at the SDSU vs USD football game



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Brookings County, South Dakota