



Stacy Steffensen, Commission Department Director
Brookings County
520 3rd St., Suite 210
Brookings, SD 57006
605-696-8205
ssteffensen@brookingscountysd.gov

STAFF REPORT:

Scheduled Agenda Items

- 9:00 AM – Tabled Resolution 20-42: Tom Hunstad with Johnson Controls will be at the meeting to answer questions the board may have. The main motion was made by Boersma and seconded by Krogman and amended to take out the word “recently” in the second ‘Whereas’ of the resolution. The proposal does provide amended language on page 2 regarding the warranty information. I highlighted that sentence, which now clarifies that it is a manufacturer’s warranty.
- 10:00 AM – Bid Review: Henry Carlson and BKV will be on hand to review the bids for the jail expansion project.

Regular Business Items

- ❖ Generator Quote: The low quote on adding the generator hook-up at the BCOAC was submitted by Amp Electric. If approved, this would be taken out of the 301 – Building Fund budget. There is \$50,000 budgeted for the BCOAC in 2020.
- ❖ Abatement: Vicki Buseth and Jacob Brehmer are recommending approval of Abatement 20-31. The request was due to an office error in not giving the property owner occupied status.
- ❖ Change Order: This is the change order for the bridges on south Highway 77, moving the completion date from August 15, 2020 to November 1, 2020.
- ❖ Automatic Supplements: The first supplements is for reimbursement from the City of Brookings and BMU for the ESRI agreement. The county paid for the entire amount up front. Due to timing, this revenue was not budgeted for in 2020. It is in the revenue budget for 2021.
The second supplement is for double payment of the partitions that were purchased for Community Health to allow for separation of patrons. There was miscommunication on who was going to pay the bill and it was accidentally paid twice.
- ❖ Vacancy: This is a vacancy in the highway department due to a resignation of an Equipment Operator. Brian Gustad is asking to post the position internally.
- ❖ Appointment: Ms. Schmitz had been on the Commission, but had not reapplied by our initial deadline. She has since submitted an application. This appointment would be through December 31, 2025. This is the last position on this board to get moved from a mid-year appointment to a year-end appointment.
- ❖ Conflict of Interest: Dan Nelson and I have drafted the policy and are recommending approval.

Director’s Report

- The surplus analysis for June is included with my report. We are right at the 10-year average at just over 37%.

Public Notices

- ✓ Safety week – July 20-24, 2020
 - Safety Picnic, Thursday, July 23, 2020, 11:00 AM – 2:00 PM at the BCOAC.
- ✓ Brookings County 4-H Achievement Days – August 3-6, 2020
- ✓ CDI golf outing, Thursday, August 13, 2020 at Brookings Country Club

A handwritten signature in black ink, reading "Stacy Steffensen". The signature is written in a cursive, flowing style with a large loop at the end.

Stacy Steffensen
Commission Department Director
Brookings County, South Dakota