



**Brookings County Commission Meeting**  
Brookings City & County Government Center  
520 3rd Street, Brookings, SD  
Chambers, Suite 310 (3rd Floor)

**1. 8:30 AM, January 6, 2026, Call to Order by Finance Officer Lori Schultz**

**2. Pledge of Allegiance**

**3. Approval of Agenda**

*Action: Motion to Approve, Request Comments, Voice Vote*

**4. Reorganization of the Board**

A. Action to Appoint a Chairperson for 2026

*Action: Motion to Nominate, Comments, Voice Vote*

B. Action to Appoint a Vice-Chairperson for 2026

*Action: Motion to Nominate, Comments, Voice Vote*

**5. Invitation for a Citizen to schedule time on the Commission Agenda for an item not listed.**

There is a five (5) minute time limit per person. Anyone wanting to speak during this agenda item must sign in prior to the start of the meeting. No commission action will be taken during this agenda item. Any requested action item may be scheduled for a future meeting date.

**6. Consent Agenda Items**

*Action: Motion to Approve, Note Consent Agenda Items, Request Comments, Roll Call*

A. Minutes

Documents:

[12-16-2025 County Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 01062026.pdf](#)

- D. Cellular Authorizations
- E. Human Services Report

Documents:

[Human Services Report.pdf](#)

## **7. Routine Business**

- A. Approval of Claims

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[12.16.25 CLAIM CORRECTION.pdf](#)  
[12.18.25 SPECIAL CLAIM.pdf](#)  
[12.29.25 SPECIAL CLAIM.pdf](#)  
[1.6.26 claims.pdf](#)

- B. Department Head Reports

## **8. Scheduled Agenda Items - 9:00 AM**

### **9. Regular Business**

- A. First Reading of Ordinance #26-01: An Ordinance Providing for the Adoption of the 2021 International Building Code and 2021 International Residential Code.

*Action: First Reading Title Only, Note Date/Time of Second Reading: Tuesday, January 20, 2026, at 9:00 AM*

Documents:

[Ord 2026-01 Building Code Update.pdf](#)

- B. Action to approve Resolution #26-01: a Resolution Setting Pay for Election Officials in 2026.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 26-01 Elected Official Pay.pdf](#)

- C. Action to approve Resolution #26-02: a Resolution Setting Vote Center Locations for Countywide Elections.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 26-02 Vote Center Locations.pdf](#)

- D. Action to approve Resolution #26-03: a Resolution Setting Meeting Pay and Per Diem Rates for Volunteer County Boards for 2026.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 26-03 Volunteer Boards.pdf](#)

- E. Action to approve Resolution #26-04: a Resolution Establishing Hours of Operation for Brookings County Offices.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Res 26-04 Hours of Operation.pdf](#)

- F. Action to approve Abatement #25-16: an Abatement Application made by Courtney Shyne for parcel #40999-00005-030-00 in the amount of \$218.54, plus a Brookings City special assessment of \$1,781.24.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Abatement 25-16 Shyne.pdf](#)

- G. Action to approve Agreement #26-01: the 2026 Roberts County Jail Bed Per Diem contract.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 26-01 Roberts County.pdf](#)

- H. Action to approve Agreement #26-02: a Juvenile Detention Center agreement between Brookings County and Beadle County.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 26-02 Beadle County.pdf](#)

- I. Action to approve Agreement #26-03: an Election Agreement for Brookings County.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 26-03 Election Agr.pdf](#)

- J. Action to approve Agreement #26-04: a Short Form of Agreement between the Brookings County Highway Department and Banner Associates, Inc. for design and bidding services for SN 06-153-200.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 26-04 Banner Prof Serv, 06-153-200.pdf](#)

- K. Action to approve Agreement #26-05: a Short Form of Agreement between the Brookings County Highway Department and Banner Associates, Inc. for design and bidding services for SN 06-248-040.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 26-05 Banner Prof Serv, 06-248-040.pdf](#)

- L. Action to approve Agreement #26-06: a Short Form of Agreement between the Brookings County Highway Department and Banner Associates, Inc. for design and bidding services for SN 06-320-235.

*Action: Motion to Approve, Comments, Roll Call*

Documents:

[Agr 26-06 Banner Prof Serv, 06-320-235.pdf](#)

- M. Action to approve the Brookings Register, Volga Tribune, Tri-City Star, and Elkton Record as the legal papers of Brookings County for 2026.

*Action: Motion to Approve, Comments, Voice Vote*

- N. Action to approve the official depositories for Brookings County funds and moneys for 2026 as follows: Richland State Bank, BankStar Financial, Citizens State Bank, First Bank & Trust of Brookings, Dacotah Bank, First Interstate Bank, and Central Bank.

*Action: Motion to Approve, Comments, Voice Vote*

- O. Action to approve Rural Access Infrastructure Funding Applications for 2026.

*Action: Motion to Approve each separately, Comments, Roll Call*

Documents:

[Rural Access Infrastructure Snapshot.pdf](#)

- i. Aurora Township

Documents:

[Aurora Twp.pdf](#)

ii. Eureka Township

Documents:

[Eureka Twp.pdf](#)

iii. Laketon Township #1

Documents:

[Laketon Twp 1.pdf](#)

iv. Laketon Township #2

Documents:

[Laketon Twp 2.pdf](#)

v. Oak Lake Township #1

Documents:

[Oak Lake Twp 1.pdf](#)

vi. Oak Lake Township #2

Documents:

[Oak Lake Twp 2.pdf](#)

vii. Oak Lake Township #3

Documents:

[Oak Lake Twp 3.pdf](#)

viii. Sterling Township

Documents:

[Sterling Twp.pdf](#)

ix. Volga Township

Documents:

[Volga Twp.pdf](#)

P. Action to approve a Request to Fill Vacancy for four (4) temporary election workers in the Finance Department.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[RFV Election Workers.pdf](#)

Q. Action to approve cell phone reimbursements for 2026.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Cell Phone Reimbursements.pdf](#)

R. Action to approve the Brookings County Media Relations Policy.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Media Relations Policy.pdf](#)

S. Action to approve the Exempt Employee Compensation Policy in 27-Pay-Period Years.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[Exempt Emp Compensation Policy.pdf](#)

T. Discussion and action to approve Board Appointments and Liaison Assignments for 2026.

*Action: Motion to Approve, Comments, Voice Vote*

Documents:

[2026 Board Appointments.pdf](#)

## **10. Commission Department Director Report**

Documents:

[Commission Dept Director Report.pdf](#)  
[Volga FD County Feed.pdf](#)  
[Power On Midwest Open House.pdf](#)  
[Brookings Library Card.pdf](#)  
[SD BIG Program.pdf](#)  
[2025 Annual Wildlife Damage Program Report.pdf](#)

A. Strategic Plan Review

Documents:

**11. States Attorney's Office Report**

**12. Commissioner Reports and Discussion Items**

A. Correspondence Received

Documents:

[DANR Air Quality General Permit.pdf](#)  
[DANR to Old Tree Farms.pdf](#)

**13. Executive Session - in accordance with SDCL §1-25-2**

*Action: Motion to Enter into Executive Session, Voice Vote*  
*Action: Chair Declares Board Out of Executive Session*

**14. Adjournment**

*Action: Motion to Approve, Voice Vote*

**15. Public Notices**

- *January 1, Thursday: Offices closed in honor of the New Year's Day holiday*
- *January 12, Monday: Volga Fire Department County Feed, 5:30 PM, Volga Fire Hall*
- *January 14, Wednesday: PowerOn Midwest Open House, 4:00-6:00 PM, Brookings Inn & Convention Center*
- *January 19, Monday: Offices closed in honor of the Martin Luther King Jr. holiday*
- *January 21, Wednesday: Brookings Day at the Capitol, Pierre*
- *February 16, Monday: Offices closed in honor of the Presidents Day holiday*
- *February 26, Thursday: Towns & Townships Meeting, 10:00 AM, BCOAC*

**NOTE:** Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact Brookings County (605-696-8205) 48 hours in advance of the meeting to make necessary arrangements. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

# BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, DECEMBER 16, 2025

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 16, 2025 with the following members present: Larry Jensen, Kelly VanderWal, Shawn Hostler, Doug Post and Dave Miller.

## CALL TO ORDER

Chairperson Jensen called the meeting to order at 8:30 a.m.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## APPROVAL OF AGENDA

Motion by Post, seconded by VanderWal to approve the agenda for the December 16, 2025 Commission Meeting. All members voted "aye." Motion carried.

## CITIZEN INVITATION

No one signed in to speak to the board.

## CONSENT AGENDA ITEMS

Motion by Hostler, seconded by Post to approve the consent agenda items. Roll call vote: VanderWal "aye," Post "aye," Miller "aye," Hostler "aye," Jensen "aye." Motion carried.

The consent agenda consisted of the minutes from the December 2, 2025 Commission Meeting.

Travel & Education Requests: Joseph Salvati to attend the 2026 SHOT show for education on range maintenance and operation on January 20<sup>th</sup>-23<sup>rd</sup> in Las Vegas, NV.

Personnel Action Notices: annual review- Mike Andresen to \$26.38, effective January 1, 2026; annual review- Sue Bjordal to \$39.37, effective January 1, 2026; annual review- Rusty Brandsrud to \$30.63, effective January 1, 2026; annual review- Jacob Brehmer to \$86,891, effective January 1, 2026; annual review- Beverly Chapman to \$95,935, effective January 1, 2026; annual review- Amy Christensen to \$32.85, effective January 1, 2026; annual review- Mandi Cramer to \$32.85, effective January 1, 2026; Darren DeJong to \$32.89, effective January 1, 2026; annual review- Dawson (DJ) Drent to \$28.04, effective January 1, 2026; annual review- Brian Gustad to \$108,186, effective January 1, 2026; annual review- Maggie Harkness to \$29.71, effective January 1, 2026; annual review- Terry Heidemann to \$25.87, effective January 1, 2026; annual review-

Robert Hill to \$95,935, effective January 1, 2026; annual review- Kim Larson to \$27.20, effective January 1, 2026; annual review- Angie Maher to \$25.87, effective January 1, 2026; annual review- Eric Mette to \$31.91, effective January 1, 2026; annual review- Randy Miller to \$30.67, effective January 1, 2026; annual review- Dan Nelson to \$167,940, effective January 1, 2026; annual review- Collin Rabchenia to \$26.14, effective January 1, 2026; annual review- Lisa Radtke to \$32.85, effective January 1, 2026; annual review- Ben Rentsch to \$25.87, effective January 1, 2026; annual review- Joseph Salvati to \$77,157, effective January 1, 2026; annual review- Lori Schultz to \$96,066, effective January 1, 2026; annual review- Marty Stanwick to \$126,930, effective January 1, 2026; annual review- Ashley Steen to \$24.37, effective January 1, 2026; annual review- Stacy Steffensen to \$110,349, effective January 1, 2026; annual review- Cody Sunderland to \$40.96, effective January 1, 2026; annual review- Tonia Thornton to \$31.24, effective January 1, 2026.

Human Services Report: case #25-66 for utilities was denied; case #25-67 for rent was approved; case #25-68 for utilities was approved.

## ROUTINE BUSINESS

### *Approval of Claims*

Motion by Post, seconded by Hostler to approve the following claims. Roll call vote: Post "aye," Miller "aye," Hostler "aye," VanderWal "aye," Jensen "aye." Motion carried.

A&B Business Inc, Copier Contract, \$92.77; Adams, Jason R., Court Appointed Attorney, \$2,238.06; Agwrx Cooperative, Patrol Vehicle Fuel, \$253.35; Amazon Capital Services, Childrens Waiting Room Items, Deputy/Jail Supplies, Admin Supplies, \$5,920.47; Aragon, Martha A, Translation Services, \$50.00; Automatic Building Controls, Fire Alarm System Yearly Check, \$214.29; Bauer, Tim, Weed Board Meeting, \$14.74; Bob Barker Company, Jail Supplies, \$5,655.40; Bobcat Of Brookings, Post Pounder Rental, Shop Supplies, \$786.83; Bozied Car Wash, Car Washes 10/25-11/14, Patrol Vehicle Car Washes, \$137.00; Brookings City Utilities, Telephone For Office, Monthly Utilities/Fees, COP Utilities, Phone Service, Natural Gas For Truck Shed, \$1,292.33; Brookings Domestic Abuse Shelter, 4th Qtr Payment, \$2,355.15; Brookings Health System, Nov Blood Alcohol Testing, ER Visit, \$5,268.00; Brookings Register, Publications, \$126.64; Carquest Auto, Ratcheting Screwdriver, Spill Free Funnel, Torch Kit, Butane Cylinder, \$120.51; Century Business Products, Copier Contract, \$89.51; Champion Media, LLC, Publications, \$1,122.98; Cintas Corporation, Clothes, \$271.94; City Of Brookings Landfill, Waste/Garbage, \$13.30; City Of White, White Shop Utilities, \$83.87; Cody Clark, Zoning Meeting Mileage, \$104.52; Cook's Wastepaper & Recycling, Dec 2025 Courthouse Services, Garbage/Waste Utilities, Dec Garbage/Recycling Service, \$1,243.72; Coro Medical LLC, Patrol AED, \$1,014.00; Dakota Alignment & Frame Service, Truck Repair, \$1,844.78; Dakota Data Shred, Shredding Pick Up, \$97.17; Justin Degroot, Zoning Meeting Mileage, \$67.65; Dell Marketing Lp, Computers For Jail/Equalization, \$5,997.74; Den Herder Law Firm, CAA Inv MI Hearing, \$151.25; Dupraz, Valorie, Mileage For Ext Board Meeting, \$11.20; Ecolab Pest Elimination, Monthly Pest Elimination, \$216.03; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$134.70; The Exchange, RSO Appreciation Raffle Gift Cards, \$450.00; Executive Mgmt Finance, October BIT, \$58.00; First Bank & Trust, Late Fee, Return Postage-Change Of Address, Jail Supplies, Deputy/Jail Fuel, Deputy Equipment, Automotive Supplies, NAVSO Annual Dues, Kool Beans Coffee

With Vets, Meta Ad, Homebase Scheduling Software, Stamps.com, Pantry Cabinet, \$2,190.66; First District Association, 2025 Pre-Disaster Mitigation, \$14,175.00; Fite & Pierce Law Office, Court Appointed Attorney, \$8,892.60; Foerster Distributing, Jail Supplies, \$144.00; Chad Ford, Zoning Meeting Mileage, \$164.04; Fox Law Firm, PLLC, CAA Inv MI Hearing, \$132.75; Jennifer Goldammer, Court Appointed Attorney, \$7,300.00; Golden West Industrial, Deputy Supplies, \$692.36; Grainger, Jail Repairs/Maint, \$40.31; Hill, Robert, NACO-Lodging, Flight, Meals, Rental, Mileage, \$1,168.40; Hillyard/Sioux Falls, Jail Janitorial Supplies, \$3,134.79; Tim Hogan, Court Appointed Attorney, \$7,611.64; Hometown Service & Tire, 2015 Cherokee Oil Change, \$81.00; I State Truck Center, Filter Def/Cabin, Dust Shield, \$1,238.78; Independence Upfitters, Patrol Vehicle Equipment Upfitting, \$20,762.00; Interstate All Battery, Batteries, \$26.10; Interstate Telecom. Coop, BCOAC Phones, Internet, Long Distance, Dec 1-31 Phone Charges, \$320.47; Intoximeters Inc, 24/7 Supplies, \$449.00; Stacia Jackson, Court Appointed Attorney, \$2,240.00; Jensen, Randy J., Zoning Meeting Mileage, \$70.76; Johnson Controls, UNT Replacement-Courtroom AHU-4, \$1,315.77; Jorenby, Mark A., Zoning Meeting Mileage, \$27.75; Katterhagen, Mark, Inv Mi Hearing, \$8.00; Kimball Midwest, Shop Supplies, \$489.38; Kingbrook Rural Water, Sinai, \$39.00; Kleinjan, Darrel, Zoning Meeting Mileage, \$127.86; L&L Auto & Truck Parts, Jail Vehicle Upfitting, \$30.67; L.G. Everist Inc, Icing Sand, \$4,049.54; Laketon Township, RAIF 2025, \$22,255.01; Val Larson, Inv MI Hearing, \$8.00; Lewis & Clark Behavioral Health, BMI Intake, \$225.00; Lewis Drug Store, Nov 2025 Inmate Liable Medications, \$1,186.24; Lincoln County Auditor, Multiple Mental Illness Expenses, \$2,339.99; Locators & Supplies, Winter Coats, \$581.92; M&M Service, Patrol Vehicle Maint/Repairs, \$163.51; Mack, Sonia, Mileage Sept-Nov 2025, \$238.70; Macqueen, Deputy Equipment, \$6,925.82; Matheson Tri-Gas Inc, Hyp Nozzle, Murex, Supplies, Walter Wheel, \$1,180.22; Donald McCarty, Court Appointed Attorney, \$100.00; Midwest Glass, Jail Window Repairs, \$76.36; Midwestern Mechanical Inc, Sprinkler Head Inspection/Repairs, \$395.00; Nancy J Nelson, Court Appointed Attorney, \$6,733.20; Teree A Nesvold, Court Appointed Attorney, \$672.00; Newegg Business Inc, Monitors, Desk Stand For SA, Toner For Weed, Camera For Equalization, Laptop For Jail, Portable SSD For IT, \$3,903.47; Northern Truck Equipment, Snowplow Hitch/Lights, Jack, \$15,202.98; Northwestern Energy, Natural Gas For Truck Shed, Natural Gas Service, COP Utilities, \$736.86; Office Peeps Inc, Office Supplies, Paper, Pins, Toners, Batteries, Copy Paper, Office Supplies, 3 Office Chairs, \$3,461.68; Olson, Steve, Weed Board Meeting, \$26.80; Oslo Township, 2025 Gopher Bounty Program, \$157.50; Tim Paulson, Zoning Meeting Mileage, \$99.55; Pinnacle Marketing Group, 2025/2026 Swiftel Directory Advertising, \$2,036.40; South Dakota Public Health Lab, November Blood Tests/Lab Service, \$1,350.00; Qualified Presort Service, Mail Pick Up, \$101.86; Ramkota Hotel, 2 Rooms For Fall DUI Conference, \$448.00; RDO Equipment Co, Window, \$316.40; Rental Depot, Rotary Hammer, \$46.90; RFD Newspapers Inc, Publications, \$819.31; Rick Ribstein, Court Appointed Attorney, \$2,329.88; Running's Supply Inc, Hand Sprayer For Tree Chemical, Lock Pin, T Post, Gloves, Softener Salt, \$433.31; Safe-N-Secure, Security Hardware, \$16,296.20; David Schulte, Sock/Boot Reimbursement, \$127.38; SD Attorney General's Office, 24/7 Sobriety Program, \$2,936.00; SD Dept Of Revenue, Human Services/Development Center, Monthly MV, Birth & Death Fees, \$461,495.39; SD Dept Of Revenue, Sales&Use Tax Return:Nov 2025, \$731.75; SD Dept Of Transportation, Cost Share Project, \$4,286.53; SDACO, ROD Modernization&Preservation, \$548.00; SDAE4-HP, Mack Membership Renewal, \$120.00; Secretary Of State, Notary Renewal-Harkness, \$30.00; Sioux Empire Dev. Corp., COP Rent, \$650.00; Sioux Valley Energy, Sandpile, Bruce Shop, Sinai Shed, 472&217, \$272.00; Skyview Junction, Refund-Pkg Off Sale Liquor License, \$500.00;

Smilemakers, Items For Immunization Program, \$155.18; Stan Houston Equipment, Air Hose Fittings, \$65.95; Laura Stern, Mileage For Ext Board Meeting, \$14.70; Dale Storhaug, Zoning Meeting Mileage, \$58.95; Streicher's, Deputy Equipment Vests/Plates, \$11,605.79; Super Com Inc, GPS Tracking, \$1,019.74; Teesdale Law Office PLLC, Court Appointed Attorney, \$12,869.00; The Dakota Scout, Publications, \$34.48; Transource, Fuel Filter Housing, Glass, Bowl, Fuel Pipes, Flange, Control Module, \$2,053.81; Transwest Trucks Of Sioux Falls, Sealant, \$378.72; Trinity Services Group, Inc, Inmate Meal Services, \$9,057.84; Neal Trooien, Zoning Meeting Mileage, \$159.45; UPS Store, Inspection Report, \$660.00; Kyle Vanderwal, Zoning Meeting Mileage, \$75.60; Susan Vanderwal, Mileage For Ext Board Meeting, \$21.00; Vantek Communications Inc, Deputy Equipment, \$13,757.66; Verizon, Fleet Tracking Subscription, \$95.88; Verizon Wireless, Tablet Contract, \$15.54; Wameworks Inc, Benefit Period Nov 2025, \$537.20; Walburg, Duane, Animal Control Mileage, \$59.67; Warrior Monk Academy LLC, Basic Pistol, \$100.00; Kristin A Woodall, Transcripts, \$77.70; Yankton County Sheriff, Service Of Process, \$150.00; Brian Zielinski, Court Appointed Attorney, \$4,086.00.

### ***Department Head Reports***

Highway Superintendent Brian Gustad said his crew will be focusing on salting gravel roads and township roads that lead up to county roads. VanderWal asked if there's been any issues with salt availability. Gustad said so far it hasn't been an issue.

Sheriff Marty Stanwick said there are 38 inmates in jail and 86 individuals participating in the 24/7 program. He said last Friday they received a phone call from an individual who watched a caravan, two electric trucks and two semis run the stop sign at the intersection of 471<sup>st</sup> Avenue and Highway 30. He said they were able to cite all drivers.

Miller asked Highway Superintendent Brian Gustad what the status is on the rumble strips. Gustad said he has not heard of a timeframe. Stanwick said he hasn't heard of a timeframe either.

County Development Director Robert Hill said he picked up a form that shows what Brookings County participates in with NACo. He said Brookings County participates in two programs: High Performance Leadership Academy and Live Healthy U.S. Counties.

Hill said an Emergency Management exercise will be held at the United Living Center.

4-H Educator Sonia Mack presented the 4-H Educator's Report.

### ***Finance Officer's Report***

The Finance Officer's Report was presented to the board for the month of November 2025.

#### ***November 2025***

<i>Total amount of deposits in bank.....</i>	<i>\$38,261,712.21</i>
<i>Total amount of actual cash: Currency.....</i>	<i>\$3,318.00</i>
<i>Coins.....</i>	<i>\$2.62</i>
<i>Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.....</i>	<i>\$60,144.17</i>
<i>Itemized list of all other items.....</i>	<i>\$144,567.32</i>

TOTAL..... \$38,469,744.32

Commission/HR/Veterans: \$49,183.45; Finance Office: \$37,889.54; States Attorney/Welfare: \$55,837.66; Equalization: \$38,008.74; Register of Deeds: \$14,970.76; Sheriff’s Office: \$267,853.89; Coroner: \$861.26; Community Health: \$1,485.44; Extension: \$3,400.27; Weed: \$5,111.40; Planning/Zoning: \$11,705.23; Highway: \$87,244.23; Emergency Management: \$7,248.16; BCOAC: \$12,849.93; Technology: \$17,088.81.

AFLAC: \$6,863.20; Avesis: \$1,873.66; Office of Child Support: \$399.00; Delta Dental: \$10,023.62; Flex One: \$1,916.64; Principal Life Insurance: \$2,174.86; Local Teamsters: \$1,655.00; SDRS: \$77,984.84; SDRS Supplemental: \$4,400.00; EFTPS: \$133,385.51; Wellmark: \$119,332.05.

Be it noted, the expenditure adjustments for the month of November 2025 were presented to the board. \$3,791.03 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department as per report provided by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of November 2025 in the amount of \$27,421.50 was presented to the county commission.

Motion by Miller, seconded by VanderWal to approve the following transfers as per budget appropriations for the first quarter of 2025.

From General Fund 101-4-911-4294 to Highway and Bridge Fund 201-3-371-0000 in the amount of \$899,906.75

From General Fund 101-4-911-4290 to Emergency Management Fund 226-3-371-0000 in the amount of \$33,628.75.

All members voted “aye.” Motion carried.

**REGULAR BUSINESS**

Motion by Hostler, seconded by VanderWal to approve for recording purposes and authorize Chairperson Jensen sign Resolution #25-61: a plat of Tract 1 of Groom Addition, an addition in the Southeast Quarter of Section 28, Township 112 North, Range 52 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

Roll call vote: Miller “aye,” Hostler “aye,” VanderWal “aye,” Post “aye,” Jensen “aye.” Motion carried.

Motion by Post, seconded by Hostler to approve for recording purposes and authorize Chairperson Jensen to sign Resolution #25-62: a plat of Tracts 1, 2, 3 of Robbins Addition in Section 25, Township 111 North, Range 49 West of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

Roll call vote: Hostler “aye,” VanderWal “aye,” Post “aye,” Miller “aye,” Jensen “aye.” Motion carried.

Motion by Post, seconded by VanderWal to approve for recording purposes and authorize Chairperson Jensen to sign Resolution #25-63: a plat of Lots 2A, 3C, 4A & 5 of Porter Addition Located in the North Half of the Northwest Quarter of Section 13, T109N, R50W, of the 5<sup>th</sup> P.M., Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

Roll call vote: VanderWal “aye,” Post “aye,” Miller “aye,” Hostler “aye,” Jensen “aye.” Motion carried.

Motion by Post, seconded by Hostler to approve for recording purposes and authorize Chairperson Jensen to sign Resolution #25-64: a plat of Lot 11, of Turtle Bay Addition Located in the South Half of Government Lot 1 in the Northeast Quarter of Section 29, T109N, R50W of the 5<sup>th</sup> P.M., and in a Portion of the Northeast Quarter of the Southeast Quarter of Section 29, T109N, R50W of the 5<sup>th</sup> P.M., and a Portion of Government Lot 2 in the Southwest Quarter of Section 28, T109N, R50W of the 5<sup>th</sup> P.M., all in Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

Roll call vote: Post “aye,” Miller “aye,” Hostler “aye,” VanderWal “aye,” Jensen “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Jensen to sign Resolution #25-65: a Resolution Approving Annexation of Territories by the City of Brookings. Background information was provided by County Development Director Robert Hill.

Roll call vote: Miller “aye,” Hostler “aye,” VanderWal “aye,” Post “aye,” Jensen “aye.” Motion carried.

**Resolution #25-65**  
A Resolution Approving Annexation of  
Territories by the City of Brookings

WHEREAS the City of Brookings desires to annex the following described properties, to wit:

Block 1 Mills Third Addition in the Northwest Quarter of Section 6, Township 109, North, Range 49 West, Excluding Lot H-1 and H-2 in Brookings County, South Dakota

WHEREAS pursuant to SDCL 9-4-5, such annexation is subject to review by the Board of County Commissioners.

THEREFORE, BE IT RESOLVED by the Brookings County Board of County Commissioners, that the annexation of the above-described territories by the City of Brookings be and the same is hereby approved.

Dated this 16<sup>th</sup> day of December 2025.

ATTEST:

Larry Jensen, Chairperson  
Brookings County Commission

Lori Schultz, Finance Officer  
Brookings County

**SCHEDULED AGENDA ITEMS – 9:00 A.M.**

Motion by Hostler, seconded by Post to approve and authorize Chairperson Jensen to sign Resolution #25-60: a Supplemental Budget Resolution.

Chairperson Jensen opened the public hearing for proponents and opponents. Hearing none, Chairperson Jensen closed the public hearing.

Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Hostler “aye,” VanderWal “aye,” Post “aye,” Miller “aye,” Jensen “aye.”

Motion carried.

**RESOLUTION #25-60**  
**Supplemental Budget Resolution**

WHEREAS, the Brookings County Board of County Commissioners did authorize the County Finance Officer to publish a notice of hearing for the consideration of a proposed supplemental budget, and

WHEREAS, the time and place for consideration of such supplemental budget was given, and

WHEREAS, the adoption of said proposed supplemental budget was duly considered by the Board of County Commissioners on the 16<sup>th</sup> day of December, 2025, at 9:00 AM in the County Commission Chambers in a regularly scheduled meeting and any objections having been made before said Board to the adoption of such supplemental budget.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following supplemental budget be, and the same is, hereby approved for the purposed of providing budget to conduct the indispensable functions of government.

Means of Finance:	101-2-277-0000 Unassigned Fund Balance	\$249,000.00
Appropriation:	101-4-911-4292 Transfers Out (County Building)	\$249,000.00
Means of Finance:	201-2-274-0300 Restricted Fund Balance - Road Purposes	\$ 10,000.00
Appropriation:	201-4-750-0000 Wheel Tax	\$ 10,000.00
Means of Finance:	207-3-335-1800 911 Remittance	\$120,000.00
Appropriation:	207-4-225-4220 911 Services	\$120,000.00
Means of Finance:	252-2-274-9000 Restricted Fund Balance	\$ 6,497.34
Appropriation:	252-4-151-4281 Opioid Settlement	\$ 6,497.34
Means of Finance:	402-2-259-0000 Fund Balance	\$ 600.00
Appropriation:	402-4-800-4430 Fiscal Agent	\$ 600.00

Dated this 16<sup>th</sup> day of December, 2025.

Chairperson: Larry Jensen

Vice Chairperson: Kelly VanderWal

Commissioner: Shawn Hostler

Commissioner: Dave Miller

Commissioner: Doug Post

ATTEST:

Lori Schultz, Brookings County  
Finance Officer

Motion by Miller, seconded by Hostler to approve and authorize Chairperson Jensen to sign a Transfer of a Retail On-Sale Liquor License to CC&F Retail Inc.

Chairperson Jensen opened the public hearing for proponents and opponents.  
Hearing none, Chairperson Jensen closed the public hearing.

Background information was provided by Finance Specialist Jenna Baker.

Roll call vote: VanderWal "aye," Post "aye," Miller "aye," Hostler "aye," Jensen "aye."

Motion carried.

Motion by Hostler, seconded by Post to approve and authorize Chairperson Jensen to sign a Transfer of a Retail On-Off Sale Malt Beverage & SD Farm Wine License to CC&F Retail Inc.

Chairperson Jensen opened the public hearing and called for proponents and opponents.  
Hearing none, Chairperson Jensen closed the public hearing.

Background information was provided by Finance Specialist Jenna Baker.

Roll call vote: Post "aye," Miller "aye," Hostler "aye," VanderWal "aye," Jensen "aye."

Motion carried.

Motion by Hostler, seconded by Post to approve and authorize Chairperson Jensen to sign a Package Off-Sale Liquor License to CC&F Retail Inc.

Chairperson Jensen opened the public hearing and called for proponents and opponents.

Background information was provided by Finance Specialist Jenna Baker.

Roll call vote: Miller "aye," Hostler "aye," VanderWal "aye," Post "aye," Jensen "aye."

Motion carried

Colin Zwaschka with Banner Associates discussed bridge inspections and bid ready proposals with regard to future BIG grant applications.

Business Development Specialist Matty Kerr and Marketing and Operations Specialist Cierra Steffensen with the Brookings Economic Development Corporation gave a presentation on FY2025.

### REGULAR BUSINESS

Motion by Miller, seconded by VanderWal to approve and authorize Chairperson Jensen to sign Resolution #25-66: Fiscal Year 2025 Contingency Transfers.

Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Hostler "aye," VanderWal "aye," Post "aye," Miller "aye," Jensen "aye."

Motion carried.

**Resolution #25-66**  
**FY2025 Contingency Transfers**

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2025 annual budget, and

WHEREAS, the Brookings County Board of County Commissioners finds it necessary to transfer from said contingency line.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners for the County of Brookings, State of South Dakota, that the following amount(s) and item(s) be transferred:

FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-130-4210 Catastrophic Legal <i>Judicial System</i>	\$	50,000
FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-130-4221 Abuse & Neglected Child Defense <i>Judicial System</i>	\$	15,000
FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-130-4222 Adult Defense <i>Judicial System</i>	\$	165,000
FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-130-4223 Juvenile Defense <i>Judicial System</i>	\$	20,000
FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-171-4221 Data Processing/Software <i>Information Technology</i>	\$	5,000
FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-615-4110 Salaries <i>Weed &amp; Pest</i>	\$	5,000
FROM:	General Fund contingency line 101-4-112-4290		
TO:	101-4-711-4340 Machinery & Equipment <i>Planning &amp; Zoning</i>	\$	20,000
	<b>Total Contingencies</b>	<b>\$</b>	<b>280,000</b>

Approved this 16<sup>th</sup> day of December 2025.

ATTEST:

Lori Schultz, Finance Officer  
Brookings County

Larry Jensen, Chairperson  
Brookings County Commission

Motion by Post, seconded by Miller to approve and authorize Chairperson Jensen to sign Resolution #25-67: a Resolution Setting the Official Pay Plan for 2026.

Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: VanderWal “aye,” Post “aye,” Miller “aye,” Hostler “aye,” Jensen “aye.”  
Motion carried.

**RESOLUTION #25-67**  
**A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2026**

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2026 to become effective January 1, 2026.

Passed and approved this 16<sup>th</sup> day of December 2025.

ATTEST: Larry Jensen, Chairperson  
Brookings County Commission

Lori Schultz, Finance Officer  
Brookings County

<b>Brookings County Outdoor Adventure Center</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Office Manager	1	N-5
PT Membership Assistant	4 (8 @ .5)	N-3 (Steps 1 & 2 only)
<b>Commission Department</b>	<b>FTE</b>	<b>GRADE</b>
Commission Department Director	1	E-13
County Commissioners	2.5 (5 @ .5)	30% Grade 12 (Step 1 only)
Information Technology Administrator	1	N-11
GIS Technician	1	N-9
HR Generalist	1	N-9
Veterans Service Officer	1	N-8
Information Technology Support Specialist	1	N-8
Veterans Service Assistant	1	N-6
Office Coordinator	1	N-5
Maintenance Supervisor	1	N-5
General Maintenance Worker	2	N-4
HR Assistant	.5	N-4 (Steps 1 & 2 only)
<b>County 4-H</b>	<b>FTE</b>	<b>GRADE</b>
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Steps 1 & 2 only)
<b>Community Health</b>	<b>FTE</b>	<b>GRADE</b>
Administrative Assistant	.4	N-5
<b>County Development Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Office Technician	1	N-6
<b>Equalization Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser	4	N-7
Office Coordinator	2	N-5
<b>Finance Department</b>	<b>FTE</b>	<b>GRADE</b>

Finance Officer	1	E-13
Deputy Finance Officer	1	N-9
Finance Specialist	2	N-7
Finance Technician	1	N-6
Finance Assistant	3	N-5
Temporary Election Worker	1 (4 @ .25)	N-1 (Step 1 only)

<b>Highway Department</b>	<b>FTE</b>	<b>GRADE</b>
Highway Superintendent	1	E-13
Lead Foreman	1	N-9
Road Foreman	1	N-8
Shop Foreman	1	N-8
Mechanic, Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Office Manager	1	N-5
Equipment Operator	5	N-5
Sign Technician	1	N-5
Truck Driver	1 (2 @ .5-split employee)	N-5

<b>Register of Deeds</b>	<b>FTE</b>	<b>GRADE</b>
Register of Deeds	1	E-11
Deputy Register of Deeds	1	N-6
Office Coordinator	1	N-5

<b>Sheriff's Department/Jail</b>	<b>FTE</b>	<b>GRADE</b>
Sheriff	1	E-15
Assistant Sheriff	1	E-13
Jail Administrator	1	E-12
Detention Center Nurse	1	N-11
Deputy-Sergeant	3	N-11
Deputy	12	N-9
Courtroom Sheriff's Deputy	1	N-9
Civil Process Deputy	1	N-9
Corrections Corporal	4	N-7
Correctional Officer	17	N-6
Office Technician	1	N-6
Office Coordinator	1	N-5
PT Correctional Officer	3 (6 @ .5)	N-6 (Steps 1 & 2 only)
Coroner	.15	15% Grade 11 (Step 1 only)
PT Detention Center Nurse	.25	N-11 (Step 1 only)
Animal Control Officer	.25	N-9 (Step 1 only)
Jail Greeter	.5	N-1 (Step 1 only)

<b>State's Attorney</b>	<b>FTE</b>	<b>GRADE</b>
State's Attorney	1	E-19
Chief Deputy State's Attorney	1	E-16
Deputy State's Attorney	1	E-13
Legal Assistant	4	N-7
Human Services Assistant	1	N-6
Office Manager	1	N-5

<b>Weed Department</b>	<b>FTE</b>	<b>GRADE</b>
Supervisor	.5	N-7 (Steps 1 & 2 only)*
Truck Driver	1 (2 @ .5-split employee)	N-5
Seasonal Workers	.5	N-3 (Steps 1 & 2 only)

N=Non-Exempt Position ; E=Exempt Position ; \*Current Weed Supervisor stays at Step 11

**2026 Wage Ranges**

<b>Pay Grade</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
1	\$37,566	\$42,306	\$47,643
2	\$40,290	\$45,373	\$51,097
3	\$43,211	\$48,663	\$54,802
4	\$46,344	\$52,191	\$58,775
5	\$49,704	\$55,975	\$63,036
6	\$53,307	\$60,033	\$67,607
7	\$57,172	\$64,385	\$72,508
8	\$61,317	\$69,053	\$77,765
9	\$65,763	\$74,059	\$83,403
10	\$70,530	\$79,429	\$89,450
11	\$75,644	\$85,187	\$95,935
12	\$81,128	\$91,363	\$102,890
13	\$87,010	\$97,987	\$110,349
14	\$93,318	\$105,091	\$118,350
15	\$100,083	\$112,710	\$126,930
16	\$107,340	\$120,882	\$136,132
17	\$115,122	\$129,646	\$146,002
18	\$123,468	\$139,045	\$156,587
19	\$132,419	\$149,126	\$167,940
<b>Percentage Based Positions</b>			
E	County Commissioners		\$24,338.40
E	Coroner		\$11,346.57

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Jensen to sign Agreement #25-93: an Agreement between Brookings County and the City of Volga for the

Maintenance of Samara Avenue/County Road 5. Background information was provided by Commission Department Director Stacy Steffensen and Highway Superintendent Brian Gustad.

Roll call vote: Post “aye,” Miller “aye,” Hostler “aye,” VanderWal “aye,” Jensen “aye.”  
Motion carried.

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Jensen to sign Agreement #25-94: an Agreement for Detention Services between Minnehaha County, Lutheran Social Services South Dakota and Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Miller “aye,” Hostler “aye,” VanderWal “aye,” Post “aye,” Jensen “aye.”  
Motion carried.

Motion by Hostler, seconded by Miller to approve and authorize IT Administrator Shawn Plowman to sign Agreement #25-92: an agreement for the set-up for a secure email solution between Brookings County and SecureSD. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Hostler “aye,” VanderWal “aye,” Post “aye,” Miller “aye,” Jensen “aye.”  
Motion carried.

Motion by Miller, seconded by Hostler to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County for reimbursement from the opioid settlement, receipt numbers 00729887, 00735165, 00741026, 00741027, 00741029, and 00741030 to GL line 252-4-151-4281 in the amount of \$5,859.06.

All members voted “aye.” Motion carried.

Motion by Post, seconded by Hostler to approve a Retail On-Sale Liquor License for Danceland Campground, effective January 1, 2026 - December 31, 2026.

Background information was provided by Finance Specialist Jenna Baker.

All members voted “aye.” Motion carried.

The board held discussion with Finance Officer Lori Schultz and gave directions on drafting a combined election agreement. By consensus, the board agreed to put the election agreement on a future agenda to be acted on.

Motion by Hostler, seconded by VanderWal to authorize administrative leave for all full-time, benefit eligible employees on Friday, December 26<sup>th</sup>, 2025. All members voted “aye.” Motion carried.

Motion by Miller, seconded by VanderWal to unassign \$326,000 from General Fund, fund balance line 101-2-276-9105, assigned for BATA. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

The board held discussions on year-end General Fund assignments. Commission Department Director Stacy Steffensen said the General Fund surplus at year-end needs to be under 40%. Steffensen said if the board assigns \$2.5 million dollars that would put the surplus at about 30%. If the board assigns \$2.75 million dollars, surplus would be at 29%.

Steffensen said there is currently \$2,949,673.57 assigned for Future Economic Development Highway Projects, \$5,000,000.00 for 214<sup>th</sup> Street, and \$10,000,000.00 for the Highway Shop.

Steffensen said her recommendation would be to assign at least \$500,000 for the HVAC and boiler upgrades for the City/County building. She said the rest could be assigned to 214<sup>th</sup> Street and the Highway Shop.

Commissioner Jensen said they have the money and recommend they give \$15,000 to the Brookings Library. He said he hates seeing county residents outside city limits having to pay for a library card. Jensen said he spoke with the city yesterday and they said the library would be willing to wave the library fee if the county funds the \$15,000. Jensen said he stated if they do it, they'd like to see that in the request. He said they'd also like to see a county representative on the library board.

Miller said his number one priority is 214<sup>th</sup> Street. Post said Banner Associates gave a great presentation on structures. Post said they are going to need all the funds they can for structures and that is his number one priority. He said the county needs to stay ahead for future economic growth.

Steffensen suggested the board change the name of the Future Economic Development Highway Projects to something else so that it's more specific to what they are using the funds for. Steffensen said there are several structures along 214<sup>th</sup> Street that will need to be addressed if and when the project happens. Post said they could change the name to Future Bridge Structure Acceleration Fund.

Motion by Hostler, seconded by Post to assign \$500,000 for the HVAC and boiler upgrades for the City/County building. Roll call vote: VanderWal "aye," Post "aye," Miller "aye," Hostler "aye," Jensen "aye." Motion carried.

Motion by VanderWal, seconded by Hostler to assign \$15,000 to the Brookings Public Library. Post said he was disappointed in how this situation was handled. He said the county was not contacted and was informed via Facebook that county residents would be charged a fee for the library card. Post said he was digging through their budget and found it interesting that their personnel costs for the library are over one million dollars, but their fire department personnel budget is only \$686,000. Post said he doesn't see the library running very efficiently. Hostler said there needs to be more communication and transparency from the library. Miller agreed and said it was handled very poorly.

Roll call vote: Post "no," Miller "aye," Hostler "aye," VanderWal "aye," Jensen "aye." Motion carried.

Motion by Hostler, seconded by Post to assign \$1,985,000 to the Future Bridge Structure Acceleration Fund. Roll call vote: Miller "aye," Hostler "aye," VanderWal "aye," Post "aye," Jensen "aye." Motion carried.

Commission Department Director Stacy Steffensen presented the Veteran's Service Officer's Report and the Commission Department Director Stacy Steffensen.

Steffensen said she doesn't anticipate needing a year-end special meeting but just in case she said she would like to schedule it for Tuesday, December 30<sup>th</sup> or Wednesday, December 31<sup>st</sup>.

Steffensen discussed upcoming dates.

Steffensen said there is a concern coming up with payroll for 2026 going into 2027. She said January 1, 2027 is a Friday and a payday. She said county offices are closed that day and so are the banks. Steffensen said if they do the pay date on December 31, 2026 that adds a 27<sup>th</sup> pay period in 2026, which was not budgeted for. Steffensen said Finance Officer Lori Schultz and Deputy Finance Officer Jennifer Beller talked with Legislative Audit about this and they recommended they use contingency funds and budget supplements to cover the cost.

Beller said this happens every eleven (11) years because of the calendar. Post asked how much they are talking about. Beller said approximately \$240,000. Post said they were going to assign \$2.75 million and only assigned \$2.5 million. Post recommended they assign \$250,000 to cover employee salaries.

Motion by Post, seconded by Miller to assign \$250,000.00 for 2026 payroll. VanderWal agreed with Post. All members voted "aye." Motion carried.

States Attorney Dan Nelson had nothing to report.

#### **COMMISSIONERS' REPORTS & DISCUSSION ITEMS**

Commissioner VanderWal attended the County Planning & Zoning Meeting; attended the Mayor's Celebration; and attended the Innovation Holiday Celebration.

Commissioner Post attended the Ag Appreciation Banquet; attended an Extension Board Meeting; attended a Weed Board Meeting; and attended a Joint Elections Meeting with City of Brookings and Brookings School District.

Commissioner Miller attended the Ag Appreciation Banquet; attended a Joint Elections Meeting with the City of Brookings and Brookings School District; and attended a Hospital Board Meeting.

Commissioner Hostler attended a Research Park Board Meeting; gave a presentation to the Leadership Brookings Class; and attended a Merger Board Meeting.

Commissioner Jensen attended the Ag Appreciation Dinner; attended the Mayor's Celebration; attended the Innovation Holiday Celebration; and attended the ribbon cutting for the new water treatment plant.

#### **ADJOURNMENT**

Motion by Hostler seconded by VanderWal to adjourn the meeting. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, January 6, 2026 at 8:30 a.m.

It is the policy of Brookings County, South Dakota not to discriminate against the Handicapped of Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

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Jenna Baker  
Finance Specialist  
Brookings County

# Travel / Education Request Form

Name(s): DJ Reker

Department Sheriffs Office.

Position(s) Deputy Sheriff

### Travel/Education

Date(s)	Beginning Odometer	Ending Odometer	Destination
12/18/25			Aberdeen

Reason for Travel: Training

Passengers None

### Estimated Expenses

- Method of Travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ miles @ \$\_\_\_\_/per mile = \$ 30<sup>00</sup>
- Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Lunch @ \$ 14.00 = \$ 14.00  
 \_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Additional Expenses (taxi, parking, etc)  
 Please list \_\_\_\_\_ = \$ —
- Lodging: \_\_\_\_\_ Estimated number of days/nights = \$ —
- Registration \_\_\_\_\_ Estimated cost = \$ —
- Total Cost Estimate = \$ 44.00

Department Head designated mileage rate: \$ \_\_\_\_\_/per mile

Martin Sanchez  
Department Head Signature

12-29-25  
Date

Jan. 6, 2026

Brookings County

Travel/Education Request Form

Name(s) Commissioners, Department Heads and/or their designees

Department All Position

Travel/Education

Table with 4 columns: Date(s), Beginning Odometer, Ending Odometer, Destination. Row 1: Legislative Session, (blank), (blank), Pierre, SD.

Reason for Travel:

Travel during 2026 legislative session for any county commissioner, department head or county employee to participate in the legislative process in Pierre, SD.

Passengers:

Estimated Expenses:

Method of Travel: [X] County Vehicle [X] Private Auto [ ] Air
382 Miles \$ 0.67 /mile =\$ 255.94

Meals: Breakfast @ \$ 0.00
Lunch @ \$ 0.00
Dinner @ \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

Additional Expenses (taxi, parking, etc.): Please list =\$

Lodging: Estimated number of days/nights =\$

Registration: Estimated Cost =\$

Total Cost Estimate =\$ 255.94

Department Head designated mileage rate: \$ /mile

A travel advance form is attached to this request [ ] Yes [ ] No

Ray Sellensen
Department Head Signature

12/11/25
Date

Jan 6, 2026

Brookings County

Travel/Education Request Form

Name(s) Commissioners & Department Heads (or designees)

Department All Position

Travel/Education

Table with 4 columns: Date(s), Beginning Odometer, Ending Odometer, Destination. Row 1: January 21, 2026, Pierre, SD.

Reason for Travel:

Brookings Day at the Capitol - Chamber Event

Passengers:

Estimated Expenses:

Method of Travel: [x] County Vehicle [x] Private Auto [ ] Air 382 Miles \$ 0.67 /mile =\$ 255.94

Meals: Breakfast @ \$ 0.00 Lunch @ \$ 0.00 Dinner @ \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

Additional Expenses (taxi, parking, etc.): Please list =\$

Lodging: Estimated number of days/nights =\$

Registration: Estimated Cost =\$

Total Cost Estimate =\$ 255.94

Department Head designated mileage rate: \$ /mile

A travel advance form is attached to this request [ ] Yes [ ] No

Department Head Signature (Handwritten: Stacy Hellensen)

Date (Handwritten: 12/11/25)

Jan 6, 2026

Brookings County

Travel/Education Request Form

Name(s) Commissioners, Department Heads and/or Deputies

Department All Position

Travel/Education

Table with 4 columns: Date(s), Beginning Odometer, Ending Odometer, Destination. Row 1: April, August, Nov., Kingsbury, Hamlin, Moody Counties

Reason for Travel:

Sioux Valley Commissioners/10-County Meetings for 2026

Passengers:

Estimated Expenses:

Method of Travel: [X] County Vehicle [X] Private Auto [ ] Air. 100 Miles \$ 0.67 /mile = \$ 67.00

Meals: Breakfast @ \$ 0.00, Lunch @ \$ 0.00, Dinner @ \$ 0.00

Employees will not be reimbursed for meals that are included in the registration fee.

Additional Expenses (taxi, parking, etc.): Please list = \$

Lodging: Estimated number of days/nights = \$

Registration: \$14 Estimated Cost = \$ 14.00

Total Cost Estimate = \$ 81.00

Department Head designated mileage rate: \$ /mile

A travel advance form is attached to this request [ ] Yes [ ] No

Handwritten signature: Tracy Sellensen, Department Head Signature

Handwritten date: 12/11/25, Date

Brookings County

# Travel / Education Request Form

Name(s): Kristen Witchey & Stacy Steffensen

Department: Commission

Position(s): HR Generalist & Commission Dept Dir.

Date(s)	Beginning Odometer	Ending Odometer	Destination
April 29 - May 1, 2026			Oacoma, SD

**Reason for Travel:**

2026 SoDak SHRM State Conference

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto

\_\_\_\_\_ Miles @ \$ \_\_\_\_\_ /per mile = \$ 0.00

- Meals: 0 Breakfast(s) @ \$ 0.00 = \$ 0.00

4 Lunch(s) @ \$ 14.00 = \$ 56.00

2 Dinner(s) @ \$ 20.00 = \$ 40.00

- Additional Expenses (taxi, parking, etc.):

Please list: \_\_\_\_\_ = \$ \_\_\_\_\_

- Lodging (Estimated number of nights): 2 nights x 2 people = \$ 600.00

- Registration (Estimated cost): \$399 x 2 people = \$ 798.00

**Total Cost Estimate:** = \$ 1,494.00

Department Head designated mileage rate: \$ \_\_\_\_\_ /per mile

  
Department Head Signature

10/29/25  
Date

## Stacy Steffensen

---

**From:** Mary Jo Vance <event-noreply@whova.io>  
**Sent:** Monday, December 22, 2025 2:17 PM  
**To:** Stacy Steffensen  
**Subject:** South Dakota State HR Conference Registration

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Hello! You are invited to  
**South Dakota SHRM State Conference**



**Date:**

Apr 29 – May 1, 2026

**Location:**

Cedar Shores Resort  
1500 Shoreline Drive, Oacoma, SD,  
57365, US

**REGISTER**

Dear Stacy,

We would like to formally invite you to register for our event.

The South Dakota SHRM State Council is pleased to be hosting the 2026 South Dakota SHRM Conference at Cedar Shores in Oacoma, SD from April 30, 2026 to May 2, 2026.

In a time of rapid change, the call to lead with dignity has never been more urgent - or more powerful. This HR conference brings together visionary leaders, change-makers, and people-first professionals to explore how transformation can be driven with empathy integrity, and purpose.

### What to Expect:

- **Inspiring Keynotes** from visionary and engaging thought leaders
- **Networking Opportunities** with peers who share your passion for people
- **Actionable Strategies** to elevate your HR practice and employ your workforce

Whether you are an HR professional, team lead, or culture champion, this conference will equip you with the tools and mindset to lead boldly - without compromising humanity.

Here's a few things to know:

- **Conference Dates:** Wednesday, April 29, 2026 to May 1, 2026
- **Location:** Cedar Shores Resort, Oacoma, SD
- **Agenda & Session Details:** Coming Soon!

Below is information about the hotels in the area:

- **Cedar Shores Resort** - \$124.00 per night (\*Room Block will drop on March 30, 2026) - [Cedar Shore Resort and Conference Center - Reservations - Room Availability](#)
- **AmericInn** - \$110.00 per night [AmericInn - Chamberlain South Dakota - Home Page](#)
- **Baymont Inn** - \$115.00 per night (They offer a shuttle, no elevator) - [Baymont by Wyndham Oacoma - ReservationDesk.com](#)
- **Best Western Lee's Motor Inn** - \$120.00 per night - [Best Western Lee's Motor Inn - ReservationDesk.com](#)
- **Quality Inn** - \$89.00 per night - [Hotel in Oacoma, SD | Quality Inn Oacoma - Chamberlain | Maximize Your Vacation](#)

**\*\*Refund Policy:** Cancellations will receive a full refund until March 31<sup>st</sup>. Unable to attend? Consider sharing your ticket with a colleague.

South Dakota State SHRM Council

## Personnel Action Notice Summary

Commission Meeting: January 6, 2026

<b>Employee Name:</b>	Joshua Reeser				
<b>Department:</b>	Highway	<b>Position:</b>	Equipment Operator		
<b>Effective Date:</b>	12/29/2025	<b>Salary/Wage:</b>	\$ 23.90		
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Madison Westall				
<b>Department:</b>	Commission/HR	<b>Position:</b>	PT HR Assistant		
<b>Effective Date:</b>	01/05/2026	<b>Salary/Wage:</b>	\$ 22.28		
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>					
<b>Department:</b>		<b>Position:</b>			
<b>Effective Date:</b>		<b>Salary/Wage:</b>			
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>					
<b>Department:</b>		<b>Position:</b>			
<b>Effective Date:</b>		<b>Salary/Wage:</b>			
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

# BROOKINGS COUNTY STATES ATTORNEY

Human Services - Commission Report

Printed on December 30, 2025

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Reference #	Request	Recommendation	Reason	Disposition	Date	Time	With Involvement Types
HSV25-70	BURIAL	Approved	Application Approved		12/09/25	15:39	
HSV25-71	RENT	Approved	Application Approved		12/10/25	08:30	
HSV25-74	RENT	Approved	Application Approved		12/11/25	16:34	
HSV25-75	RENT	Denied	Criteria Not Met		12/15/25	09:52	
HSV25-77	BURIAL	Approved	Application Approved		12/23/25	08:45	

**Total Records: 5**

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03475 12/16/25 claim correction

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512167009	101-4-161-4280	PHONE SERVICE	150804	90.14
DEPARTMENT 161 COUNTY BUILDING					TOTAL:	90.14

VENDOR SET: 01 Brookings County  
PACKET: 03475 12/16/25 claim correction  
FUND : 101 GENERAL FUND  
DEPARTMENT: 212 COUNTY JAIL

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512167007	101-4-212-4280	MONTHLY UTILITIES/FEES	150804	503.60
DEPARTMENT 212 COUNTY JAIL					TOTAL:	503.60

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03475 12/16/25 claim correction

FUND : 101 GENERAL FUND

DEPARTMENT: 411 WELFARE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512167008	101-4-411-4252	COP UTILITIES	150804	150.88
DEPARTMENT 411 WELFARE					TOTAL:	150.88

VENDOR SET: 01 Brookings County  
PACKET: 03475 12/16/25 claim correction  
FUND : 101 GENERAL FUND  
DEPARTMENT: 615 WEED CONTROL

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512167006	101-4-615-4280	TELEPHONE FOR OFFICE	150804	410.73
01-12236	NORTHWESTERN ENERGY	I-202512167005	101-4-615-4281	NATURAL GAS FOR TRUCK SHED	150805	136.98
DEPARTMENT 615 WEED CONTROL					TOTAL:	547.71
FUND 101 GENERAL FUND					TOTAL:	1,292.33
REPORT GRA					TOTAL:	1,292.33

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	BUDGET OVER
2025	101-4-161-4280	UTILITIES/COURTHOUSE	90.14	61,000	26,834.06				
	101-4-212-4280	UTILITIES/CELL PHONES	503.60	150,000	45,078.03				
	101-4-411-4252	UTILITIES	150.88	5,000	1,774.45				
	101-4-615-4280	TELEPHONE/CELL PHONES	410.73	1,260	1,194.25-	Y			
	101-4-615-4281	UTILITIES	136.98	5,000	1,295.59				
		** 2025 YEAR TOTALS	1,292.33						

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-161	COUNTY BUILDING	90.14
101-212	COUNTY JAIL	503.60
101-411	WELFARE	150.88
101-615	WEED CONTROL	547.71
101 TOTAL	GENERAL FUND	1,292.33
	** TOTAL **	1,292.33

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County  
PACKET: 03476 12/18/25 special claim  
FUND : 755 SALES TAX  
DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202512187010	755-2-2090000	SALE&USE TAX RETURN		776.24
			LICENSE:1018-0894-ST			
			DEPARTMENT 0000	NON-DEPARTMENTAL	TOTAL:	776.24
			FUND	755 SALES TAX	TOTAL:	776.24
				REPORT GRA	TOTAL:	776.24

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2025	755-2-2090000	AMOUNT HELD FOR SALES TAX	776.24						
		** 2025 YEAR TOTALS	776.24						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
755	NON-DEPARTMENTAL	776.24
755 TOTAL	SALES TAX	776.24
	** TOTAL **	776.24

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County  
PACKET: 03479 12/29/25 special claim  
FUND : 207 E-911 FUND  
DEPARTMENT: 225 911 SERVICES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20143	CITY OF BROOKINGS	I-202512297021	207-4-225-4220	OCT 2025 E911 MONEY FROM STAT	150817	51,246.88
DEPARTMENT 225 911 SERVICES						TOTAL: 51,246.88
FUND 207 E-911 FUND						TOTAL: 51,246.88
REPORT GRA TOTAL:						51,246.88

\*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2025	207-4-225-4220	PROF SRVC/FEE BRK CTY DISP	51,246.88	675,400		0.00			
		** 2025 YEAR TOTALS	51,246.88						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
207-225	911 SERVICES	51,246.88
207 TOTAL	E-911 FUND	51,246.88
	** TOTAL **	51,246.88

NO ERRORS

\*\* END OF REPORT \*\*

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23587	CC&F RETAIL, INC	I-202512297059	101-3-3220000	REFUND PKG OFF SALE LIQUOR LI		500.00
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	500.00

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 111 COMMISSIONERS

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202512297065	101-4-111-4250	COPIER CONTRACT		237.07
01-11020	FEDEX	I-202512297034	101-4-111-4267	POSTAGE		19.70
01-12538	RAMKOTA HOTEL	I-202512297055	101-4-111-4270	HOTEL ROOMS		122.00
				SAFETY&LOSS CONFERENCE, ELECTION CONFERENCE		
01-12581	RESERVE ACCOUNT	I-202512297058	101-4-111-4267	POSTAGE		5,000.00
01-12746	SDACC	I-202512307204	101-4-111-4220	2026 MEMBERSHIP DUES		9,001.00
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-111-4140	2026 RENEWAL BILLING		689.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-111-4154	HEALTH REIMBURSEMENT		8,000.00
01-22965	NORTH AMERICAN BANKING	I-202512307189	101-4-111-4267	POSTAGE MACHINE RENTAL		360.00
DEPARTMENT 111 COMMISSIONERS					TOTAL:	23,428.77

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03480 1/6/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 130 JUDICIAL SYSTEM

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1	DUANE STOLL	I-202512297029	101-4-130-4280	DUANE STOLL: WITNESS		22.10
01-1	THOMAS CALVERT	I-202512297030	101-4-130-4280	THOMAS CALVERT: WITNESS		21.40
01-1	JASON VOSS	I-202512297031	101-4-130-4280	JASON VOSS: WITNESS		42.40
01-11300	PATRICIA J HARTSEL	I-202512297064	101-4-130-4226	TRANSCRIPTS		171.50
01-11300	PATRICIA J HARTSEL	I-202512297075	101-4-130-4224	TRANSCRIPTS		773.00
01-12179	NANCY J NELSON	I-202512297063	101-4-130-4222	CAA CRI25-836		402.00
01-12179	NANCY J NELSON	I-202512297068	101-4-130-4222	CAA JUV13-56		312.00
01-12179	NANCY J NELSON	I-202512307188	101-4-130-4222	CAA CRI25-608		1,047.60
01-20985	FITE & PIERCE LAW OFFIC	I-202512297069	101-4-130-4222	CAA MAG24-557		3,424.00
01-22039	JENNIFER GOLDAMMER	I-202512297033	101-4-130-4222	CAA JUV24-54		858.25
01-22039	JENNIFER GOLDAMMER	I-202512297061	101-4-130-4222	CAA CRI25-523		690.00
01-22039	JENNIFER GOLDAMMER	I-202512297062	101-4-130-4223	CAA JUV24-118		2,502.00
01-22039	JENNIFER GOLDAMMER	I-202512297090	101-4-130-4222	CAA CRI24-13		753.25
01-22127	KRISTIN A WOODALL	I-202512307217	101-4-130-4224	TRANSCRIPTS		137.20
01-23062	TEESDALE LAW OFFICE PLL	I-202512297091	101-4-130-4222	CAA CRI25-623		1,386.00
01-23588	TURNWELL MENTAL HEALTH	I-202512307215	101-4-130-4290	CASE&FILE REVIEW, CONSULT AG		4,356.25

DEPARTMENT 130 JUDICIAL SYSTEM TOTAL: 16,898.95

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 143 FINANCE OFFICE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202512297086	101-4-143-4250	COPIER CONTRACT		125.95
01-10541	CENTURY BUSINESS PRODUC	I-202512297078	101-4-143-4250	COPIER CONTRACT		103.33
01-12261	OFFICE PEEPS INC	I-202512297079	101-4-143-4260	TAPE, THERMAL PAPER, INK, ENV		474.21
			1099/W-2 TAX FORMS			
01-12538	RAMKOTA HOTEL	I-202512297055	101-4-143-4270	HOTEL ROOMS		453.00
			SAFETY&LOSS CONFERENCE, ELECTION CONFERENCE			
01-12727	SCHULTZ, LORI	I-202512297080	101-4-143-4265	10COUNTY MEETING MILEAGE		56.00
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-143-4140	2026 RENEWAL BILLING		1,206.00
01-22354	INNOVATIVE OFFICE SOLUT	I-202512307156	101-4-143-4260	TREAS DAILY BALANCE BOOK		963.33
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-143-4154	HEALTH REIMBURSEMENT		9,600.00
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	12,981.82

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 151 STATES ATTORNEY

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202512307160	101-4-151-4260	COPIER CONTRACT		112.99
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-151-4140	2026 RENEWAL BILLING		1,312.00
01-22574	STATE BAR OF SOUTH DAKO	I-202512307207	101-4-151-4220	DERRICK JOHNSON-2026 BAR DUES		425.00
01-22574	STATE BAR OF SOUTH DAKO	I-202512307208	101-4-151-4220	AUSTIN OXNER-2026 BAR DUES		425.00
01-22574	STATE BAR OF SOUTH DAKO	I-202512307209	101-4-151-4220	DAN NELSON-2026 BAR DUES		550.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-151-4154	HEALTH REIMBURSEMENT		6,400.00
DEPARTMENT 151 STATES ATTORNEY					TOTAL:	9,224.99

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03480 1/6/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512307170	101-4-161-4280	COURTHOUSE/LAWN IRRIGATION/ COMMUNITY HEALTH		1,717.66
01-10354	BROOKINGS CITY UTILITIE	I-202512307170	101-4-161-4283	COURTHOUSE/LAWN IRRIGATION/ COMMUNITY HEALTH		234.40
01-10684	COURTESY PLUMBING INC	I-202512307219	101-4-161-4243	ZURN CARTRIDGE FOR SINK IN 21		50.00
01-10792	DEN-WIL INC	I-202512297054	101-4-161-4241	JAN COMMUNITY HEALTH RENT		1,050.00
01-11016	FASTENAL COMPANY	I-202512297047	101-4-161-4260	FILTERS FOR COURTHOUSE		61.46
01-11078	FOERSTER DISTRIBUTING	I-202512307179	101-4-161-4260	COURTHOUSE JANITORIAL ITEMS		267.00
01-11827	LOWE'S	I-202512297089	101-4-161-4260	MAINTENANCE ITEMS FOR COURTHO		38.92
01-12236	NORTHWESTERN ENERGY	I-202512297026	101-4-161-4280	MONTHLY UTILITIES/FEES		460.99
01-12236	NORTHWESTERN ENERGY	I-202512307190	101-4-161-4280	COURTHOUSE NATURAL GAS USAGE		12.00
01-12666	RUNNING'S SUPPLY INC	I-202512307198	101-4-161-4260	MAINTENANCE ITEMS FOR CH		21.68
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-161-4140	2026 RENEWAL BILLING		4,345.00
01-12931	SIOUX VALLEY CLEANERS I	I-202512307206	101-4-161-4250	DECEMBER JANITORIAL FOR WIC		478.00
01-22431	RAZORS EDGE GROUNDS KEE	I-202512297067	101-4-161-4250	NOV COURTHOUSE GROUNDS MAINT		3,037.50
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-161-4154	HEALTH REIMBURSEMENT		3,200.00
01-23590	JOHNSON CONTROLS BUILDI	I-202512307154	101-4-161-4220	SERVICE AGRMNT 12/1/25-5/31/2		21,202.23

DEPARTMENT 161 COUNTY BUILDING TOTAL: 36,176.84

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202512307158	101-4-162-4220	COPIER CONTRACT		133.04
01-11896	MANATRON INC	I-202512307183	101-4-162-4220	MARSHALL&SWIFT RATE TABLES		6,706.76
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-162-4140	2026 RENEWAL BILLING		7,508.00
01-20016	HOMETOWN SERVICE & TIRE	I-202512307181	101-4-162-4250	REPAIRS-2007 DURANGO		261.64
01-22292	605 CUSTOM DESIGN LLC	I-202512307159	101-4-162-4260	LOGO APPAREL		412.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-162-4154	HEALTH REIMBURSEMENT		8,000.00

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 23,021.44

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 163 REGISTER OF DEEDS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-163-4140	2026 RENEWAL BILLING		464.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-163-4154	HEALTH REIMBURSEMENT		4,000.00
DEPARTMENT 163 REGISTER OF DEEDS					TOTAL:	4,464.00

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 165 VETERAN'S SERVICE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11485	TYLER TECHNOLOGIES	I-202512297060	101-4-165-4220	VETRASPEC STATE SOLUTION RENE		951.88
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-165-4140	2026 RENEWAL BILLING		144.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-165-4154	HEALTH REIMBURSEMENT		2,400.00
01-22964	AMAZON CAPITAL SERVICES	I-202512307163	101-4-165-4260	TONER FOR VETERAN SERVICE OFF		89.98
DEPARTMENT 165 VETERAN'S SERVICE					TOTAL:	3,585.86

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 171 INFORMATION TECHNOLOGY

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11038	FIRST BANK & TRUST	I-202512307155	101-4-171-4221	DLVR.IT PRO ANNUAL		129.50
01-12714	SCHNEIDER GEOSPATIAL LL	I-202512307201	101-4-171-4221	1ST QUARTER-BEACON HOSTING/MA		7,554.80
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-171-4140	2026 RENEWAL BILLING		531.00
01-19603	MEDIACOM LLC	I-202512307184	101-4-171-4221	COURTHOUSE WIFI		181.94
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-171-4154	HEALTH REIMBURSEMENT		2,400.00
01-23589	a-i COMPUTER SOLUTIONS	I-202512297022	101-4-171-4260	HDMI TO DISPLAYPORT ACTIVE AD		159.98
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						10,957.22

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 172 HUMAN RESOURCES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12538	RAMKOTA HOTEL	I-202512297055	101-4-172-4270	HOTEL ROOMS		122.00
				SAFETY&LOSS CONFERENCE, ELECTION CONFERENCE		
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-172-4140	2026 RENEWAL BILLING		194.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-172-4154	HEALTH REIMBURSEMENT		800.00
01-23514	WAGeworks INC	I-202512297046	101-4-172-4220	HEALTHCARE-BENEFIT PERIOD DEC		541.15
01-23516	ASURE OPERATIONS, LLC	I-202512307165	101-4-172-4230	JOBS LISTED-HIRECLICK/UNLIMIT		149.00
				JOBS SUBSCRIPTION		

DEPARTMENT 172 HUMAN RESOURCES TOTAL: 1,806.15

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03480 1/6/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10153	AURORA AUTO BODY & GLAS	I-202512307166	101-4-211-4251	PATROL VEHICLE REPAIR		453.36
01-10541	CENTURY BUSINESS PRODUC	I-202512307172	101-4-211-4250	MONTHLY UTILITIES/FEES		144.28
01-11719	L&L AUTO & TRUCK PARTS	I-202512307182	101-4-211-4260	BATTERY MAINTAINER		16.77
01-12261	OFFICE PEEPS INC	I-202512297023	101-4-211-4260	OFFICE SUPPLIES		40.59
01-12798	SD SHERIFF'S ASSOCIATIO	I-202512307203	101-4-211-4220	2026 DUES		765.63
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-211-4140	2026 RENEWAL BILLING		30,802.00
01-13319	WW TIRE SERVICE INC	I-202512307218	101-4-211-4251	PATROL VEHICLE MAINT/REPAIRS		2,601.08
01-18134	WALBURG, DUANE	I-202512297027	101-4-211-4221	ANIMAL CONTROL MILEAGE		52.53
01-18134	WALBURG, DUANE	I-202512297028	101-4-211-4221	ANIMAL CONTROL MILEAGE		17.85
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-211-4154	HEALTH REIMBURSEMENT		24,000.00
01-22623	ROBBY'S AUTO SHOP	I-202512307197	101-4-211-4251	PATROL VEHICLE MAINT/REPAIRS		241.49
01-22644	TRITECH SOFTWARE SYSTEM	I-202512307213	101-4-211-4268	CENTRAL SQUARE SOFTWARE UPGRA		1,560.00
01-22796	AURORA QUICK STOP	I-202512307167	101-4-211-4265	DEPUTY FUEL		800.02
01-22964	AMAZON CAPITAL SERVICES	I-202512307164	101-4-211-4260	DEPUTY/JAIL/ADMIN SUPPLIES		104.00

DEPARTMENT 211 SHERIFF'S OFFICE TOTAL: 61,599.60

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03480 1/6/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512297025	101-4-212-4280	MONTHLY UTILITIES/FEES		5,200.89
01-10541	CENTURY BUSINESS PRODUC	I-202512307172	101-4-212-4250	MONTHLY UTILITIES/FEES		261.69
01-11371	HILLYARD/SIOUX FALLS	I-202512297024	101-4-212-4260	JAIL JANITORIAL SUPPLIES		93.90
01-12236	NORTHWESTERN ENERGY	I-202512297026	101-4-212-4280	MONTHLY UTILITIES/FEES		1,382.96
01-12370	PERRY ELECTRIC INC	I-202512307193	101-4-212-4250	MOTORIZED DOOR MAINTENANCE		600.00
01-12666	RUNNING'S SUPPLY INC	I-202512307199	101-4-212-4250	SOFTENER SALT		89.85
01-12798	SD SHERIFF'S ASSOCIATIO	I-202512307203	101-4-212-4220	2026 DUES		765.62
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-212-4140	2026 RENEWAL BILLING		33,312.00
01-22141	SATELLITE TRACKING OF P	I-202512307200	101-4-212-4273	GPS MONITORING		399.75
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-212-4154	HEALTH REIMBURSEMENT		22,400.00
01-22814	ACCESS HEALTH-BROOKINGS	I-202512307162	101-4-212-4263	INMATE LIENABLE CLINICAL VISI		1,150.00
01-22964	AMAZON CAPITAL SERVICES	I-202512307164	101-4-212-4260	DEPUTY/JAIL/ADMIN SUPPLIES		45.43
01-23019	TRINITY SERVICES GROUP,	I-202512307212	101-4-212-4290	INMATE MEAL SERVICES		13,109.05
01-23368	CORNERSTONE DETENTION P	I-202512307174	101-4-212-4250	JAIL REPAIRS/MAINTENANCE		2,332.50
01-23451	VLEX FAST CASE	I-202512307216	101-4-212-4268	INMATE LAW LIBRARY-DIGITAL		500.00
01-23504	REASSURANCE SOLUTIONS,	I-202512307196	101-4-212-4268	JAIL SUPPLIES/DATA MONITOR		6,000.00
DEPARTMENT 212 COUNTY JAIL					TOTAL:	87,643.64

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 214 JUVENILE DETENTION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12037	MINNEHAHA COUNTY JDC	I-202512297073	101-4-214-4291	2025 JUV HOUSING COSTS		296.14
DEPARTMENT 214 JUVENILE DETENTION					TOTAL:	296.14

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 223 DRAINAGE COMMISSION

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202512297052	101-4-223-4250	COPIER CONTRACT		23.10
01-10204	BANNER ASSOCIATES	I-202512307169	101-4-223-4220	PROF SERVICES-MEDARY TWP BIG		4,432.50
SIOUX RIVER DIVERSION CHANNEL DIKE						
DEPARTMENT 223 DRAINAGE COMMISSION					TOTAL:	4,455.60

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 411 WELFARE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10915	EIDSNESS FUNERAL HOME	I-202512297057	101-4-411-4255	COP BURIAL		3,000.00
01-12656	RUDE'S FUNERAL HOME INC	I-202512297084	101-4-411-4255	COP BURIAL		3,000.00
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-411-4140	2026 RENEWAL BILLING		123.00
01-13406	WINDSOR ESTATES	I-202512297083	101-4-411-4251	COP RENT		295.00
01-21522	MORIARTY RENTALS	I-202512297081	101-4-411-4251	COP RENT		650.00
DEPARTMENT 411 WELFARE					TOTAL:	7,068.00

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 416 FOOD PANTRY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10382	BROOKINGS COUNTY FOOD P	I-202512307171	101-4-416-4290	2026 FUNDING		7,000.00
DEPARTMENT 416 FOOD PANTRY					TOTAL:	7,000.00

VENDOR SET: 01 Brookings County

PACKET: 03480 1/6/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 421 COMMUNITY HEALTH NURSE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-421-4140	2026 RENEWAL BILLING		44.00
DEPARTMENT 421 COMMUNITY HEALTH NURSE TOTAL:						44.00

12/31/2025 3:09 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21605	KATTERHAGEN, MARK	I-202512297070	101-4-441-4220	INV MI HEARING		30.00
01-23085	VAL LARSON	I-202512297071	101-4-441-4220	INVOLUNTARY MI HEARING		30.00
01-23220	FOX LAW FIRM, PLLC	I-202512297072	101-4-441-4290	CAA INVOLUNTARY MI HEARING		225.57
DEPARTMENT 441 BEHAVIORAL HEALTH					TOTAL:	285.57

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 528 BCOAC

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512297032	101-4-528-4280	BCOAC UTILITIES/IRRIGATION		1,561.34
01-10541	CENTURY BUSINESS PRODUC	I-202512307173	101-4-528-4250	COPY FEES, COPIER CONTRACT		248.86
01-10921	EKERN HOME EQUIPMENT CO	I-202512307177	101-4-528-4250	TOILER REPAIR/LABOR/REPLACEME		678.38
		PARTS				
01-12053	MIX DRY CLEANERS	I-202512307187	101-4-528-4220	TABLECLOTH DRY CLEANING		380.00
01-12309	OUTLAW GRAPHICS	I-202512297039	101-4-528-4250	GRAPHICS FOR ARCHERY RANGE		310.00
01-12666	RUNNING'S SUPPLY INC	I-202512297036	101-4-528-4260	AMMO/TAPE MEASURE		95.96
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-528-4140	2026 RENEWAL BILLING		512.00
01-22431	RAZORS EDGE GROUNDS KEE	I-202512297037	101-4-528-4250	LANDSCAPE MAINT/SNOW REMOVALS		1,100.00
		ICE MELT				
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-528-4154	HEALTH REIMBURSEMENT		2,400.00
01-22964	AMAZON CAPITAL SERVICES	I-202512297040	101-4-528-4260	PIPE HEATING CABLES,		305.75
		CHRISTMAS		EVENT SUPPLIES, D-LEAD WIPES FOR RANGE		
01-23289	KENT C JENSEN	I-202512297035	101-4-528-4260	SANTA		50.00
01-23480	WARRIOR MONK ACADEMY LL	I-202512297038	101-4-528-4220	ENHANCED CONCEALED CARRY RENE		542.00
DEPARTMENT 528 BCOAC					TOTAL:	8,184.29

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202512297056	101-4-611-4260	BATTERIES, FILE FOLDERS		214.17
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-611-4140	2026 RENEWAL BILLING		119.00
01-22964	AMAZON CAPITAL SERVICES	I-202512297051	101-4-611-4260	KEY HOLDER/CORDLESS VACUUM		119.48
DEPARTMENT 611 COUNTY EXTENSION					TOTAL:	452.65

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 615 WEED CONTROL

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202512297082	101-4-615-4281	WATER FOR TRUCK SHED		115.08
01-10977	EUREKA TOWNSHIP	I-202512307178	101-4-615-4263	GOPHER BOUNTY PROGRAM		37.50
01-12250	OAKWOOD TOWNSHIP	I-202512297074	101-4-615-4263	GOPHER BOUNTY PROGRAM		594.00
01-12752	SD ASSN OF CO WEED & PE	I-202512307202	101-4-615-4270	MEMBERSHIP		75.00
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-615-4140	2026 RENEWAL BILLING		3,228.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-615-4154	HEALTH REIMBURSEMENT		2,400.00
01-23066	NUTRIEN AG SOLUTIONS, I	I-202512307191	101-4-615-4262	TREE CHEMICAL KILLER		3,839.12
01-23271	OSLO TOWNSHIP	I-202512307192	101-4-615-4263	GOPHER BOUNTY PROGRAM		112.50
DEPARTMENT 615 WEED CONTROL					TOTAL:	10,401.20

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 711 PLANNING & ZONING

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202512297052	101-4-711-4250	COPIER CONTRACT		69.32
01-11453	HY-VEE FOOD STORE	I-202512297077	101-4-711-4262	ZONING MEETING REFRESHMENTS		14.98
01-12261	OFFICE PEEPS INC	I-202512297053	101-4-711-4260	24 PACK BATTERIES		13.53
01-12813	SDML WORKERS' COMP FUND	I-202512297088	101-4-711-4140	2026 RENEWAL BILLING		374.00
01-12853	SD PLANNERS ASSOCIATION	I-202512297048	101-4-711-4220	3 MEMBERSHIP DUES		150.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	101-4-711-4154	HEALTH REIMBURSEMENT		3,200.00
DEPARTMENT 711 PLANNING & ZONING						TOTAL: 3,821.83
FUND 101 GENERAL FUND						TOTAL: 334,298.56

VENDOR SET: 01 Brookings County  
 PACKET: 03480 1/6/26 CLAIMS  
 FUND : 201 ROAD & BRIDGE FUND  
 DEPARTMENT: 311 HIGHWAY ADMINISTRATION

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10204	BANNER ASSOCIATES	I-202512307168	201-4-311-4220	STR06-280-172, STR06-320-188, STR06-240-123/141, STR06-227-230, 214TH FEAS/H&H STUDY		15,690.52
01-10307	BOWES CONSTRUCTION	I-202512297066	201-4-311-4226	SAMARA AVE PROJECT		88,914.95
01-10354	BROOKINGS CITY UTILITIE	I-202512297050	201-4-311-4280	WESTERN AVE/SWIFTEL		1,305.85
01-10367	BROOKINGS COUNTY FINANC	I-202512297076	201-4-311-4260	TITLE&REG 2026 FREIGHTLINER		28.70
01-10372	BROOKINGS-DEUEL RWS	I-202512297042	201-4-311-4280	BRUCE SHOP		35.10
01-10670	COOK'S WASTEPAPER & REC	I-202512297045	201-4-311-4280	MAIN/WHITE SHOP		273.13
01-10984	L.G. EVERIST INC	I-202512297041	201-4-311-4260	ICING SAND TICKETS		3,431.75
01-11439	TRUENORTH STEEL	I-202512307214	201-4-311-4250	CULVERTS-COUNTY ROAD 1		2,800.00
01-11827	LOWE'S	I-202512297043	201-4-311-4260	DURAMAX/WHITEWOOD		301.68
01-11979	MICHAELS FENCE & SUPPLY	I-202512307186	201-4-311-4250	GATE REPAIR/SERVICE		430.10
01-12386	PHEASANTLAND INDUSTRIES	I-202512307194	201-4-311-4260	SAFETY APPAREL		1,620.70
01-12813	SDML WORKERS' COMP FUND	I-202512297088	201-4-311-4140	2026 RENEWAL BILLING		40,320.00
01-12898	TOWN OF SINAI	I-202512307211	201-4-311-4280	2025 NOV SEWER/DEC GARBAGE		66.00
01-13135	TEAM LABORATORY CHEMICA	I-202512317221	201-4-311-4260	BASE ONE TOTES		30,800.00
01-13291	VERIZON WIRELESS	I-202512297049	201-4-311-4280	TOUGHBOOK USB HWY DEPT TABLET		80.14
01-19286	MASTER BURN	I-202512307153	201-4-311-4250	WINTERIZE PRESSURE WASHER		169.58
01-20512	CHS	I-202512297044	201-4-311-4265	FUEL STATEMENT		6,318.46
01-22100	TIMMONS CONSTRUCTION IN	I-202512307210	201-4-311-4228	HIGHWAY SHOP REMOVE/REPLACE		6,078.58
01-22299	DMC WEAR PARTS	I-202512307176	201-4-311-4260	CUTTING EDGES		2,588.09
01-22488	ABM MANUFACTURING LLC	I-202512307161	201-4-311-4260	3X5X3/4" TUBE		35.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	201-4-311-4154	HEALTH REIMBURSEMENT		20,800.00
01-23001	SIGN SOLUTIONS USA	I-202512307205	201-4-311-4260	BRIDGE MARKERS		2,570.71
01-23259	GE SOFTWARE INC DBA EKO	I-202512307180	201-4-311-4268	2026 ANNUAL CONTRACT		4,296.00

DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: 228,955.04

FUND 201 ROAD & BRIDGE FUND TOTAL: 228,955.04

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 226 EMERGENCY MANAGEMENT  
DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12813	SDML WORKERS' COMP FUND	I-202512297088	226-4-222-4140	2026 RENEWAL BILLING		1,757.00
01-22606	HEALTH REIMBURSEMENT	I-202512297087	226-4-222-4154	HEALTH REIMBURSEMENT		800.00
01-23214	PJ IOWA LC	I-202512307195	226-4-222-4294	MEALS FOR 12/11 PPCC/POD MTG		102.45
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						2,659.45
FUND 226 EMERGENCY MANAGEMENT TOTAL:						2,659.45

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 755 SALES TAX  
DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202512307220	755-2-2091000	OAC SALES&USE TAX DEC 2025		675.88
					DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL: 675.88
					FUND 755 SALES TAX	TOTAL: 675.88

VENDOR SET: 01 Brookings County  
PACKET: 03480 1/6/26 CLAIMS  
FUND : 761 SHERIFF TRUST  
DEPARTMENT: N/A NON-DEPARTMENTAL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202512297085	761-2-2090000	DISTRESS WARRANT		1,507.20
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 1,507.20
FUND 761 SHERIFF TRUST						TOTAL: 1,507.20
REPORT GRA TOTAL:						568,096.13

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2025	101-3-3220000	LIQUOR LICENSE *NON-EXPENS	500.00	11,000-	1,150.00				
	101-4-111-4140	WORKMEN'S COMP.	689.00	593	756.83-	Y			
	101-4-111-4154	RISK	8,000.00	7,700	8,000.00-	Y			
	101-4-111-4220	PROFESSIONAL SERV. & FEES	9,001.00	50,000	3,263.50-	Y			
	101-4-111-4250	REPAIR & MAINT.	237.07	3,500	462.14				
	101-4-111-4267	POSTAGE	5,379.70	42,000	1,495.02				
	101-4-111-4270	TRAVEL & CONFERENCE	122.00	13,000	1,959.20-	Y			
	101-4-130-4222	ADULT DEFENSE	8,873.10	665,000	26,233.09-	Y			
	101-4-130-4223	JUVENILE DEFENSE	2,502.00	35,000	4,510.77				
	101-4-130-4224	TRANSCRIPTS (LIENABLE)	910.20	3,000	754.45				
	101-4-130-4226	TRANSCRIPTS (NON)	171.50	6,000	67.05-	Y			
	101-4-130-4280	JURY & WITNESS	85.90	15,000	4,176.27				
	101-4-130-4290	COURT CASE EXPENSE	4,356.25	32,250	12,406.80-	Y			
	101-4-143-4140	WORKMEN'S COMP.	1,206.00	1,005	1,348.89-	Y			
	101-4-143-4154	RISK	9,600.00	8,400	9,600.00-	Y			
	101-4-143-4250	REPAIR & MAINT.	229.28	3,400	750.93				
	101-4-143-4260	SUPPLIES & MATERIALS	1,437.54	15,000	6,866.76-	Y			
	101-4-143-4265	FUEL/GASOLINE	56.00	200	60.88				
	101-4-143-4270	TRAVEL & CONFERENCE	453.00	6,000	1,436.80				
	101-4-151-4140	WORKMEN'S COMP.	1,312.00	1,058	1,577.66-	Y			
	101-4-151-4154	RISK	6,400.00	6,300	6,400.00-	Y			
	101-4-151-4220	PROFESSIONAL SERV. & FEES	1,400.00	3,500	1,642.00-	Y			
	101-4-151-4260	SUPPLIES & MATERIALS	112.99	30,000	415.61-	Y			
	101-4-161-4140	WORKMEN'S COMP.	4,345.00	3,739	4,967.70-	Y			
	101-4-161-4154	RISK	3,200.00	3,500	3,200.00-	Y			
	101-4-161-4220	PROFESSIONAL SERVICE & FE	21,202.23	50,000	20,292.87-	Y			
	101-4-161-4241	RENTAL/COMM. HEALTH	1,050.00	14,000	350.00				
	101-4-161-4243	ADMIN BUILDING OPERATION E	50.00	250,000	79,114.26				
	101-4-161-4250	REPAIRS AND MAINTENANCE	3,515.50	60,000	13,274.07				
	101-4-161-4260	SUPPLIES & MATERIALS	389.06	10,000	488.64-	Y			
	101-4-161-4280	UTILITIES/COURTHOUSE	2,190.65	61,000	24,733.55				
	101-4-161-4283	UTILITIES/COMM. HEALTH	234.40	3,000	321.48-	Y			
	101-4-162-4140	WORKMEN'S COMP.	7,508.00	5,210	9,020.52-	Y			
	101-4-162-4154	RISK	8,000.00	7,700	8,000.00-	Y			
	101-4-162-4220	PROFESSIONAL SERV. & FEES	6,839.80	23,000	10,800.19-	Y			
	101-4-162-4250	REPAIRS AND MAINTENANCE	261.64	4,000	2,534.67-	Y			
	101-4-162-4260	SUPPLIES & N MATERIALS	412.00	8,000	2,515.52-	Y			
	101-4-163-4140	WORKMEN'S COMP.	464.00	436	478.50-	Y			
	101-4-163-4154	RISK	4,000.00	3,500	4,000.00-	Y			
	101-4-165-4140	WORKMEN'S COMP.	144.00	198	170.24-	Y			
	101-4-165-4154	RISK	2,400.00	2,800	2,400.00-	Y			
	101-4-165-4220	PROFESSIONAL SERVICES	951.88	1,500	79.88-	Y			
	101-4-165-4260	SUPPLIES & MATERIALS	89.98	3,500	3,235.76				
	101-4-171-4140	WORKMAN'S COMP	531.00	455	591.89-	Y			

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-4-171-4154	RISK	2,400.00	2,100	2,400.00-	Y			
	101-4-171-4221	DATA PROCESSING/SOFTWARE	7,866.24	326,200	18,858.73-	Y			
	101-4-171-4260	SUPPLIES	159.98	14,700	5,707.37				
	101-4-172-4140	WORKER'S COMPENSATION	194.00	164	216.64-	Y			
	101-4-172-4154	RISK	800.00	700	800.00-	Y			
	101-4-172-4220	PROFESSIONAL SERVICES	541.15	35,000	3,516.83				
	101-4-172-4230	PUBLISHING	149.00	10,000	7,496.20				
	101-4-172-4270	TRAVEL AND CONFERENCE	122.00	1,000	148.26				
	101-4-211-4140	WORKMEN'S COMP.	30,802.00	21,270	36,247.10-	Y			
	101-4-211-4154	RISK	24,000.00	21,700	24,000.00-	Y			
	101-4-211-4220	PROFESSIONAL SERV. & FEES	765.63	6,000	170.87-	Y			
	101-4-211-4221	ANIMAL CONTROL	70.38	5,500	1,458.83				
	101-4-211-4250	BUILDING MAINTENANCE	144.28	15,000	10,858.04				
	101-4-211-4251	VEHICLE MAINTENANCE	3,295.93	75,981	16,791.85-	Y			
	101-4-211-4260	SUPPLIES & MATERIALS	161.36	20,954	5,071.50				
	101-4-211-4265	FUEL/GASOLINE	800.02	75,000	11,388.76				
	101-4-211-4268	TECHNOLOGY	1,560.00	70,000	1,700.03				
	101-4-212-4140	WORKMEN'S COMP.	33,312.00	27,361	38,762.91-	Y			
	101-4-212-4154	RISK	22,400.00	21,000	22,400.00-	Y			
	101-4-212-4220	PROFESSIONAL SERV. & FEES	765.62	8,000	3,247.59				
	101-4-212-4250	BUILDING MAINTENANCE	3,284.04	20,000	11,920.38-	Y			
	101-4-212-4260	SUPPLIES & MATERIALS	139.33	65,000	5,454.04				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	1,150.00	55,277	31,911.48				
	101-4-212-4268	TECHNOLOGY	6,500.00	35,500	4,128.84-	Y			
	101-4-212-4273	ELECTRONIC MONITOR	399.75	15,000	5,092.36				
	101-4-212-4280	UTILITIES/CELL PHONES	6,583.85	150,000	38,997.78				
	101-4-212-4290	PRISONER RATION	13,109.05	250,000	553.55-	Y			
	101-4-214-4291	JDC-MINNEHAHA COUNTY	296.14	25,000	10,998.92				
	101-4-223-4220	PROFESSIONAL SERV. & FEES	4,432.50	50,000	34,028.85				
	101-4-223-4250	REPAIRS AND MAINTENANCE	23.10	200	99.69-	Y			
	101-4-411-4140	WORKMEN'S COMP.	123.00	108	134.09-	Y			
	101-4-411-4251	RENT	945.00	15,000	7,141.00				
	101-4-411-4255	FUNERALS	6,000.00	21,000	2,930.00-	Y			
	101-4-416-4290	OTHERS	7,000.00	6,000	7,000.00-	Y			
	101-4-421-4140	WORKMEN'S COMP.	44.00	99	6.27				
	101-4-441-4220	PROFESSIONAL SERV. & FEES	60.00	62,000	4,798.57				
	101-4-441-4290	CRT APPORT. ATT'Y/M.I.	225.57	10,000	3,531.05				
	101-4-528-4140	WORKMEN'S COMP	512.00	753	380.04-	Y			
	101-4-528-4154	RISK	2,400.00	2,800	2,400.00-	Y			
	101-4-528-4220	PROFESSIONAL SERV & FEES	922.00	10,650	5,567.50				
	101-4-528-4250	REPAIR & MAINT	2,337.24	64,000	4,678.85				
	101-4-528-4260	SUPPLIES & MATERIALS	451.71	31,100	15,524.97				
	101-4-528-4280	UTILITIES/CELL PHONES	1,561.34	57,000	15,923.12				
	101-4-611-4140	WORKMEN'S COMP.	119.00	115	126.62-	Y			
	101-4-611-4260	SUPPLIES & MATERIALS	333.65	8,000	166.77				

## \*\* G/L ACCOUNT TOTALS \*\*

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-4-615-4140	WORKMEN'S COMP.	3,228.00	4,632	3,053.21-	Y			
	101-4-615-4154	RISK	2,400.00	2,100	2,400.00-	Y			
	101-4-615-4262	CHEMICAL	3,839.12	55,000	2,076.08				
	101-4-615-4263	GOPHER BOUNTY	744.00	1,600	674.00-	Y			
	101-4-615-4270	TRAVEL & CONFERENCE	75.00	2,000	113.01				
	101-4-615-4281	UTILITIES	115.08	5,000	1,317.49				
	101-4-711-4140	WORKMEN'S COMP	374.00	300	414.97-	Y			
	101-4-711-4154	RISK	3,200.00	2,800	3,200.00-	Y			
	101-4-711-4220	PROFESSIONAL SERV. & FEES	150.00	1,000	526.50				
	101-4-711-4250	REPAIRS & MAINTENANCE	69.32	1,500	21.21				
	101-4-711-4260	SUPPLIES & MATERIALS	13.53	3,000	407.67				
	101-4-711-4262	PROMOTIONAL	14.98	0	155.20-	Y			
	201-4-311-4140	WORKMEN'S COMP.	40,320.00	36,020	44,015.72-	Y			
	201-4-311-4154	RISK	20,800.00	18,200	20,800.00-	Y			
	201-4-311-4220	PROFESSIONAL SERVICES	15,690.52	200,000	404,890.64-	Y			
	201-4-311-4226	SAMARA AVE PROJECT	88,914.95	1,205,788	221,589.36-	Y			
	201-4-311-4228	PCN08F3 - TRENTON	6,078.58	628,889	41,816.23				
	201-4-311-4250	REPAIRS & MAINT.	3,399.68	2,529,129	819,684.21				
	201-4-311-4260	SUPPLIES & MATERIALS	41,376.63	1,714,800	291,568.92				
	201-4-311-4265	FUEL/GASOLINE	6,318.46	300,000	174,672.69				
	201-4-311-4268	TECHNOLOGY	4,296.00	11,500	2,908.00				
	201-4-311-4280	UTILITIES / CELL PHONES	1,760.22	32,000	8,487.88-	Y			
	226-4-222-4140	WORKMEN'S COMP.	1,757.00	1,551	1,900.24-	Y			
	226-4-222-4154	RISK	800.00	700	800.00-	Y			
	226-4-222-4294	PPCC/POD	102.45	1,000	728.87-	Y			
	755-2-2091000	AMOUNT HELD BCOAC SALES TA	675.88						
	761-2-2090000	AM'T HELD FOR SHERIFF TRUS	1,507.20						
		** 2025 YEAR TOTALS	568,096.13						

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	500.00
101-111	COMMISSIONERS	23,428.77
101-130	JUDICIAL SYSTEM	16,898.95
101-143	FINANCE OFFICE	12,981.82
101-151	STATES ATTORNEY	9,224.99
101-161	COUNTY BUILDING	36,176.84
101-162	DIRECTOR OF EQUALIZATION	23,021.44
101-163	REGISTER OF DEEDS	4,464.00

## \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-165	VETERAN'S SERVICE	3,585.86
101-171	INFORMATION TECHNOLOGY	10,957.22
101-172	HUMAN RESOURCES	1,806.15
101-211	SHERIFF'S OFFICE	61,599.60
101-212	COUNTY JAIL	87,643.64
101-214	JUVENILE DETENTION	296.14
101-223	DRAINAGE COMMISSION	4,455.60
101-411	WELFARE	7,068.00
101-416	FOOD PANTRY	7,000.00
101-421	COMMUNITY HEALTH NURSE	44.00
101-441	BEHAVIORAL HEALTH	285.57
101-528	BCOAC	8,184.29
101-611	COUNTY EXTENSION	452.65
101-615	WEED CONTROL	10,401.20
101-711	PLANNING & ZONING	3,821.83
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101 TOTAL	GENERAL FUND	334,298.56
-----		
201-311	HIGHWAY ADMINISTRATION	228,955.04
-----		
201 TOTAL	ROAD & BRIDGE FUND	228,955.04
-----		
226-222	EMERGENCY & DISASTER SERV	2,659.45
-----		
226 TOTAL	EMERGENCY MANAGEMENT	2,659.45
-----		
755	NON-DEPARTMENTAL	675.88
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755 TOTAL	SALES TAX	675.88
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761	NON-DEPARTMENTAL	1,507.20
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761 TOTAL	SHERIFF TRUST	1,507.20
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** TOTAL **		568,096.13

NO ERRORS

\*\* END OF REPORT \*\*

**BROOKINGS COUNTY DEVELOPMENT**  
Planning, Zoning and Drainage / Emergency Management  
Brookings City & County Government Center  
520 3<sup>rd</sup> Street, Suite 110  
Brookings, SD 57006  
(605) 696-8350  
E-Mail: [countydevelopment@brookingscountysd.gov](mailto:countydevelopment@brookingscountysd.gov)

Brookings County Commission  
January 20, 2026, County Commission meeting

Updates to Brookings County Building Code Ordinance.  
Ordinance 2026-01

Prepared by Richard Haugen  
Brookings County Development, Deputy Director,

Brookings County Ordinance 2026-01 is updating our Building Code from 2015 International Residential Building Code (IRC) and 2015 International Building Code (IBC) and replacing it with 2021 International Residential Building Code (IRC) and 2021 International Building Code (IBC).

BROOKINGS COUNTY ORDINANCE 2026-01

AN ORDINANCE PROVIDING FOR THE ADOPTION OF THE 2021 INTERNATIONAL BUILDING CODE AND 2021 INTERNATIONAL RESIDENTIAL CODE.

BE IT ORDAINED BY BROOKINGS COUNTY, SOUTH DAKOTA:

WHEREAS, Brookings County, South Dakota, has previously adopted the 2015 International Building Code and the 2015 International Residential Code by way of Brookings County Ordinance # 2014-02.

WHEREAS, the Brookings County Board of County Commissioners deems it necessary for the purpose of continuous promotion of health, safety, and the general welfare of the County, to adopt the 2021 edition of the International Building Code and the 2021 edition of the International Residential Code.

THEREFORE, BE IT ORDAINED BY BROOKINGS COUNTY, SOUTH DAKOTA, that the 2021 editions of the International Building Code and the International Residential Code be adopted under the following provisions:

SECTION A.

1. The 2021 edition of the International Residential Code provides for regulation and means of governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories in height with separate means of egress in Brookings County. This Ordinance will assist in providing for the issuance of permits and collection of fees.
2. The 2021 edition of the International Building Code provides for regulation and means of governing the condition and maintenance of all property, buildings and structures, by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use, and also provides for the condemnation of buildings and structures in Brookings County. This Ordinance will assist in providing for the issuance of permits and collection of fees.

SECTION B.

1. The Building Codes will be available for inspection at the Brookings County Development Office, 520 3rd Street, Suite 110, Brookings, SD 57006, marked and designated as the International Residential Code, 2021 edition, including Appendix Chapters, and the International Building Code, 2021 edition, including Appendix Chapters, both published by the International Code Council. The aforementioned Building Codes shall be and are hereby adopted as the Residential Code and Building Code of Brookings County, in the State of South Dakota, for regulating and governing the construction, alteration, movement, enlargement, replacement, repair, equipment, location, removal and demolition of detached

one and two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with separate means of egress; and also for regulating and governing the condition and maintenance of all property, buildings and structures, by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and for the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures. Both Codes will provide for the issuance of permits and collection of fees.

2. Each and all of the regulations, provisions, penalties, conditions and terms of said Residential Code and Building Code on file in the Brookings County Development Office are hereby referred to, adopted, and made a part hereof, as if fully set out in this Ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section B.3 of this Ordinance.
3. The following sections are hereby revised:

From the International Residential Code, 2021 edition:

Section R101.1 Title.

These provisions shall be known as the Residential Code for One-and Two-family Dwellings of Brookings County and shall be cited as such and will be referred to herein as "Residential Code."

Section R301.2.1. Wind Limitations. Under Section R301, Design Criteria, is amended to read as follows:

Section R301.2.1. Wind Limitations. The minimum basic wind speed for determining design wind pressure at any site shall be 115 miles per hour.

Section 1609.1.2. Minimum Wind Loads. Under Section 1609, Wind Loads, is amended to read as follows:

Section 1609.1.2. Minimum Wind Loads. The minimum basic wind speed for determining design wind pressure at any site shall be 115 miles per hour.

Section R301.2.3. Snow Loads. Under Section R301, Design Criteria, and 1608.1, is amended to read as follows:

Section R301.2.3. Snow Loads. The building official has determined the minimum roof ground snow load to be 40 pounds per square foot.

Section 1608.1. General. Under Section 1608, Snow Loads, is amended to read as follows:

Section 1608.1. General. The building official has determined the minimum roof ground snow load to be 40 pounds per square foot.

Section R310.1. Emergency Escape and Rescue Opening Required. Under Section R310, Emergency Escape and Rescue Openings, is amended to include the following additional subsection:

Section R310.2.3 Maximum Height from floor. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 48 inches above the floor.

From the International Building Code, 2021 edition:

Section 101.1. Title.

These regulations shall be known as the Building Code of Brookings County, hereinafter referred to as "Building Code."

Section 1612.3. Establishment of Flood Hazard Areas.

To establish flood hazard areas, the applicable governing authority shall adopt a flood hazard map and supporting data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled, "The Flood Insurance Study for Brookings County," dated April 23, 2025 as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section.

## SECTION C.

1. That Brookings County Ordinances Nos. 2001-01, 2008-01, 2008-03, and # 2014-02 and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION D.

1. That if any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Brookings County Commission hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION E.

1. That nothing in this Ordinance or in the Residential Code and Building Code hereby adopted shall be construed to affect any proceeding currently pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section C of this Ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION F.

1. The Brookings County Finance Officer is hereby ordered and directed to cause this Ordinance to be published.

SECTION G.

1. That this Ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted herein shall take effect on the twentieth day after its completed publication, unless suspended by operation of a referendum.

Adopted this 20<sup>th</sup> day of January 2026.

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Chairperson  
Brookings County Commission

ATTEST:

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Lori Schultz, Finance Officer  
Brookings County

First Reading: January 6, 2026  
Second Reading: January 20, 2026  
Adopted: January 20, 2026  
Publications: January 30, 2026  
Effective Date: February 20, 2026

**RESOLUTION #26-\_\_**  
**A RESOLUTION SETTING PAY FOR ELECTION OFFICIALS IN 2026**

WHEREAS, it may be necessary to appoint election officials in 2026, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2026, election officials shall be paid as follows:

Vote Center Deputy	\$16.00 per hour
Vote Center Superintendent	\$16.50 per hour
Post-Election Audit Officials	\$16.00 per hour
Election School Attendance	\$25.00
"On Call" Election Officials	\$50.00

Passed and approved this 6<sup>th</sup> day of January 2026.

\_\_\_\_\_  
\_\_\_\_\_, Chairperson  
Brookings County Commission

ATTEST:

\_\_\_\_\_  
Lori Schultz  
Finance Officer  
Brookings County

**RESOLUTION #26-\_\_\_\_\_**

**A RESOLUTION SETTING VOTE CENTER LOCATIONS FOR COUNTYWIDE ELECTIONS**

WHEREAS, the Brookings County Board of County Commissioners is required by SDCL 12-14-1 to establish the polling places for countywide elections; and

THEREFORE BE IT RESOLVED, by the Brookings County Board of Commissioners that the Vote Center locations are as follows:

Aurora Impact Church	201 E Pine Street, Aurora, SD 57002
Bethel Baptist Church Area 1	714 17 <sup>th</sup> Avenue S, Brookings, SD 57006 (gymnasium)
Bethel Baptist Church Area 2	714 17 <sup>th</sup> Avenue S, Brookings, SD 57006 (lunchroom)
Brookings Activity Center	320 5 <sup>th</sup> Avenue, Brookings, SD 57006
Bruce Community Club	409 Jefferson Street, Bruce SD 57220
Elkton Community Center	109 N Elk Street, Elkton, SD 57026
Holy Life Tabernacle	241 Mustang Pass, Brookings SD 57006
Volga Community Center	109 Samara Avenue, Volga, SD 57071
White McKnight Hall	228 W Main Street, White, SD 57276

ALSO THEREFORE BE IT RESOLVED that this Resolution supersedes all previous resolutions pertaining to Vote Center locations.

Dated this 6<sup>th</sup> day of January, 2026.

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Chairperson  
Brookings County Commission

ATTEST:

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Lori Schultz  
County Finance Officer

**RESOLUTION #26-\_\_\_**  
**A RESOLUTION SETTING MEETING PAY AND PER DIEM RATES**  
**FOR VOLUNTEER COUNTY BOARDS FOR 2026**

Be it resolved by the governing body of Brookings County, South Dakota:

That the official meeting pay and per diem rates are in effect for the year 2026 and become effective January 6, 2026.

**Meeting Pay:**

Weed Board Members	\$40 per meeting
Zoning Board Members	\$75 per meeting
Extension Board Members	\$40 per meeting

**Mileage**

Reimbursed according to approved county policy which follows the current state rates.

**Per Diem**

Reimbursed according to approved county policy which follows the current state rates.

Passed and approved this 6<sup>th</sup> day of January 2026.

\_\_\_\_\_  
\_\_\_\_\_, Chairperson  
Brookings County Commission

ATTEST:

\_\_\_\_\_  
Lori Schultz  
Finance Officer  
Brookings County

Resolution #26-\_\_\_\_

A RESOLUTION ESTABLISHING HOURS OF OPERATION  
FOR BROOKINGS COUNTY OFFICES

WHEREAS SDCL 7-7-2 requires the Board of County Commissioners to establish the hours of operation for each county government office, except for the offices of the Sheriff and State's Attorney.

THEREFORE, BE IT RESOLVED by the Brookings County Board of Commissioners that the hours of 8:00 AM to 5:00 PM, Monday through Friday of each week, excluding holidays, are the standard business hours for most county departments, with the exception of the Brookings County Sheriff's Department and State's Attorney's Office.

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Highway Department, primarily due to weather, the Highway Superintendent may establish a summer schedule (7:00 AM to 5:30 PM, Monday through Thursday) and a winter schedule (7:00 AM to 3:30 PM, Monday through Friday) for hours of operation; and

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Weed & Pest Department the Weed & Pest Supervisor may establish a summer schedule based on the weather conditions. The Weed & Pest Supervisor's winter schedule for hours of operation are 7:00 AM to 3:30 PM, on Tuesdays; and

BE IT FURTHER RESOLVED that due to the unique demands of the Brookings County Outdoor Adventure Center, the Director of the Outdoor Adventure Center may establish a schedule for hours of operation to accommodate public use of the ranges and other events; and

BE IT FURTHER RESOLVED that every county government department shall post its hours of operation on the Brookings County website.

BE IT FURTHER RESOLVED that it is the policy of Brookings County to remain open during inclement weather except under the most extreme conditions. In such events, the Chairperson of the Board of County Commissioners or their designee may recommend closure due to traffic safety considerations.

BE IT FURTHER RESOLVED that Resolution #26-\_\_\_\_ supersedes all previous resolutions pertaining to hours of operation for Brookings County Departments.

Dated this 6<sup>th</sup> day of January 2026.

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Chairperson  
Brookings County Commission

\_\_\_\_\_  
Lori Schultz, Finance Officer  
Brookings County



## Brookings County Finance Office

520 3<sup>rd</sup> Street Suite 100 ♦ Brookings, SD 57006

Phone: (605) 696-8250

December 22, 2025

TO: Brookings County Commission  
FROM: Jennifer Beller, Deputy Finance Officer  
RE: Tax Abatement

- **Abatement 25-16** Mobile home located on parcel 40999-00005-030-00 has been declared uncollectible per court order. Home is being destroyed.

Amount of abatement **\$218.54** plus a Brookings City special assessment of **\$1,781.24** (Brookings City approved abatement of special assessment on 12/16/25).

Jacob Brehmer, Director of Equalization and Lori Schultz, Finance Officer both recommend approval of these applications.

APPLICATION FOR ABATEMENT AND/OR REFUND OF PROPERTY TAXES

Abatement # 25-16 Assessment year 2023/2024 Payable Year 2024/2025

Board of County Commissioners of Brookings County, South Dakota

NAME Courtney Skye

MAILING ADDRESS 2110 22nd Ave B #30

CITY Brookings State SD Zip Code 57006

Legal Description of Property

Reg Mobile Home on leased site - Hillside #30

40999-00005-030-00

Amount of abatement being requested 23 pay 24 \$106.58 24 pay 25 \$111.96

\$1781.24 (city special)

Application for an abatement / refund of taxes is being presented due to the following reason (check applicable provision)

- An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in the extension of the tax, to the injury of the complainant;
- Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment;
- The property is exempt from the tax;
- The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessments;
- Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid;
- The same property has been assessed against the complainant more than once in the same year, and the complainant produces satisfactory evidence that the tax for the year has been paid.
- A loss occurred because of flood, fire, storm, or other unavoidable casualty; Date of Loss \_\_\_\_\_
- Structures have been removed after the assessment date (upon verification by the director of equalization) Date structures removed \_\_\_\_\_
- Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline as prescribed in § 10-6A-4
- Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to temporary duty assignment for the military.
- Other / Comments Uncollectible per court order - home being destroyed

Assessor Recommendation: Approve Deny Signature \_\_\_\_\_

(No tax may be abated on any real property which has been sold for taxes, while a tax certificate is outstanding -- Any abatement on property within corporate limits of a municipality must be first approved by the governing body of the municipality.)

I hereby apply for an abatement / refund of property taxes for the above reasons.  
Tara Schulz  
Applicant's Signature

Subscribed and sworn to, before me this 24th day of November, 2025  
Janice Bullen  
Notary / Auditor / Deputy Auditor



DATE RECEIVED in the County Auditor's office _____	Received by _____
Total Valuation _____	Total Taxes on Property _____
Amount Abated _____	Amount Refunded _____
Date Approved _____	Check Number _____



# ROBERTS COUNTY SHERIFF'S OFFICE

11924 BIA Hwy 700, Sisseton, SD | PO Box 937

*The Office of Sheriff Tyler Appel*



FAIRNESS

INTEGRITY

RESPECT

EXCELLENCE

## 2026 ROBERTS COUNTY JAIL BED PER DIEM CONTRACT

THIS AGREEMENT made and entered in to this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the County of Roberts, a political subdivision of the State of South Dakota, hereinafter referred to as "Roberts County," and the County of Brockings herein after referred to as, "Contracting County."

The Roberts County Sheriff's Office currently operates the Roberts County Jail, in the City of Sisseton, State of South Dakota, which is capable of housing and maintaining prisoners.

Contracting County desires to house and maintain its prisoners at the Roberts County Jail.

Roberts County and Contracting County both desire to enter into a contract whereby Contracting County's prisoners are housed and maintained at the Roberts County Jail pursuant to SDCL 24-11-4.

Roberts County and Contracting County, by and through their respective County Commissioners and Sheriffs, in consideration of the mutual covenants and stipulations set forth herein agree as follows:

### I. DEFINITIONS

The term "*Medical Expenses*" includes, but is not limited to, expenses for doctors, medicine, dentist, optometric services, psychiatric services, chemical dependency services, clinics, and hospitals.

The term "*Prisoner-Day*" means any period of time, however short, of a calendar day.

The term "*Prisoner*" means any adult person detained involuntarily, regardless of his or her status as a criminal defendant, or a detainee pursuant to a civil hold, but does not include juveniles.

The term "*Juvenile*" means a person who has not attained their eighteenth birthday.

### II. RESPONSIBILITIES OF THE PARTIES

Roberts County Responsibilities. Roberts County agrees to receive, house, and maintain the prisoners of Contracting County pursuant to the terms of this Contract.

Contracting County Responsibilities. Contracting County agrees to pay to Roberts County the sum of:

- One hundred and Twenty (\$120.00) per prisoner-day for adult prisoners housed by Roberts County.
- Four hundred and Fifteen dollars (415.00) per prisoner-day for juvenile prisoners housed by Roberts County.

A. *Medical and Other Expenses.* Contracting County agrees to pay for the medical and legal expenses of Contracting County's prisoners, and for any and all costs that are engendered by the need for increased security due to the presence of Contracting County's prisoners. Contracting County is responsible for all costs incurred by Roberts County or the Roberts County Sheriff's Office for

responsible for all costs incurred by Roberts County or the Roberts County Sheriff's Office for transporting Contracting County's prisoners to local medical facilities. Contracting County shall be responsible for furnishing a guard for any of its prisoners admitted to the local hospital if the Roberts County Sheriff deems it necessary.

- B. *Room and Board Co-Payments.* Prisoners from Contracting County will not be charged by Roberts County for room and board co-payments. If Contracting County wishes to charge its prisoners for room and board, it is the Contracting County's responsibility to collect such payments.

Electronic Monitoring. When prisoners of Contracting County are housed by Roberts County under the Electronic Monitoring ("EM") Program, Roberts County will be responsible for collecting, in advance, the payment from the Contracting County's prisoner. If Contracting County's prisoner violates the rules of the EM Program, and the prisoner is suspended or terminated from the EM Program and incarcerated by Roberts County, Contracting County agrees to pay the aforementioned prisoner-day rate of one hundred and twenty dollars (\$120.00)

### III. TERMS OF PAYMENT

The Roberts County Sheriff will prepare and submit a voucher to Contracting County setting for the prisoner-day costs, as well as the other expense regarding the housing and maintaining of prisoners for Contracting County. Contracting County will pay the sums due to Roberts County Monthly.

### IV. DISCRETION TO REFUSE PRISONERS

Roberts County and the Roberts County Sheriff's Office reserve the right to refuse to house and maintain any prisoner at any time. The Contracting County agrees to remove said prisoner within twenty-four (24) hours of notification of removal by the Roberts County Sheriff's Office. Roberts County agrees to release Contracting County's prisoners within two days of receiving such a request from Contracting County.

### V. TRANSPORTATION OF PRISONERS

The transportation of prisoners is the responsibility of Contracting County. Contracting County shall bear all costs associated with the transportation of its prisoners.

### VI. APPLICABLE RULES AND REGULATIONS

All prisoners of Contracting County will be housed and kept at Roberts County Jail in accordance with the Rules and Regulations of said facility.

Contracting County agrees to provide Roberts County Jail with a written Judgment of Conviction, prior to a post-conviction prisoner commencing his/her sentence in the Roberts County Jail, or as soon thereafter as one can be obtained. In the event a Judgment of Conviction is not available at the time of booking, temporary approval may be granted by the Roberts County Sheriff prior to the admission of the prisoner.

Contracting County agrees that a signed copy of an arrest warrant will be provided to the Roberts County Jail when prisoner is brought to the jail after being arrested under such warrant. Contracting County further agrees that it will provide the Roberts County Jail with written proof that the prisoner housed in the Roberts County Jail has had his/her case reviewed by a judge within 48 hours of the initial arrest, in the event the arrest was a warrantless one.

### VII. INDEMNIFICATION

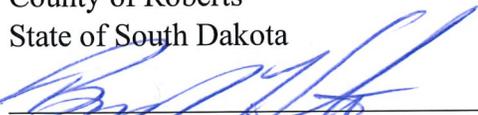
Contracting County agrees to indemnify and hold harmless Roberts County, the Roberts County Sheriff's Office, and any other officer, agent, or employee of the Roberts County Sheriff's Office or Roberts County, from any lawsuits, claims, demands, or liabilities that may arise as a result of performing services under this contract, to the extent that liability coverage applies, provided that nothing herein shall require Contracting County to indemnify Roberts County for lawsuits, claims, demands, or liabilities based upon the willful or negligent conduct of the officers, agents, or employees of the Roberts County Sheriff's Office or Roberts County.

VIII. TERM AND TERMINATION

Term. Term of this contract will be twelve (12) months, commencing the 1<sup>st</sup> day of Jan, 2026, and ending the 31<sup>st</sup> day of December, 2026.

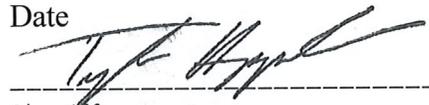
Termination. Either County which is a party to this contract may rescind and cancel all obligations under this contract by giving the other party's Board of County Commissioners thirty (30) days written notice of their intention to rescind and cancel this request.

County of Roberts  
State of South Dakota



Chairman, Roberts County  
Board of Commissioners

Date

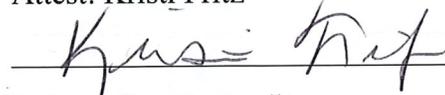


Sheriff

Roberts County South Dakota

Date 12/1/2025

Attest: Kristi Fritz

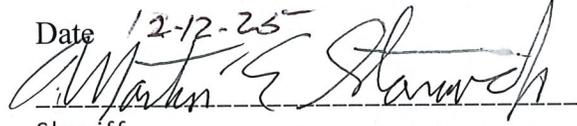


Roberts County Auditor

County of Brookings

Chairman, Brookings County  
Board of Commissioners

Date

12-12-25  


Sheriff

Brookings County South Dakota

Date

Auditor Brookings County



December 23, 2025

Brookings County Sheriff's Department  
ATTN: Andrew Erickson  
315 7<sup>th</sup> Ave  
Brookings, SD 57006

Andrew,

Please find attached our Juvenile contract for Beadle County JDC for 2026. Please have them signed on the back page and return to us in the envelope I've provided. Once our officials have signed them, we'll send you a copy for your files. As always, let me know if you should have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "DS", is written over the typed name "Doug Solem".

Doug Solem  
Beadle County Sheriff

Enclosure

DS/lo



## AGREEMENT

This Agreement made and entered into the 1<sup>st</sup> day of January, 2026 by and between Beadle County, a public corporation hereinafter referred to as "Beadle County", and the County and or City and or agency of Brookings County, hereinafter referred to as the Contracting Entity.

**WHEREAS**, Beadle County has a facility known as the Beadle County Juvenile Detention Center, located behind the Beadle County Courthouse, Huron, South Dakota, which facilities are used by Beadle County as custodial facilities for Beadle County Juvenile prisoners and detainees, and other counties within the region.

**WHEREAS**, the Contracting Entity desire to house and maintain its prisoners and detainees at the Beadle County Juvenile Detention Center; and,

**WHEREAS**, Beadle County and the Contracting Entity both desire to enter into a contract whereby the Contracting Entities prisoners and detainees are housed and maintained at the Beadle County Juvenile Detention Center pursuant to Chapter 24-11 of the South Dakota Codified Laws;

**NOW, THEREFORE**, in consideration of the premises and the covenants herein contained, the parties hereto mutually agree as follows:

### I.

That Beadle County shall charge the Contracting Entity Three Hundred Twenty Five Dollars (\$325.00) per day for providing custodial facilities for prisoners transferred to Beadle County by the Contracting Entity said cost includes the providing by Beadle County of meals, lodging, laundry, access to mental health and other services as deemed appropriate.

### II.

That the Contracting Entity agrees to incur and be responsible for the medical costs of all Prisoners or individuals forwarded to the Beadle County Juvenile Detention Center.

### **III.**

That the Contracting Entity herein agrees to assume all responsibility for transporting prisoners to the Beadle County Juvenile Detention Center at its expense, and to provide transportation for prisoners to and from Court at its expense. Contracting Entity further agrees to assume responsibility for making suitable arrangements for Bond or release from Beadle County Juvenile Detention Center of those prisoners of Contracting Entity held by Beadle County. Contracting Entity further agrees and understands that it is the responsibility of Contracting Entity to know when its prisoners held in the Beadle County Juvenile Detention Center are to be in court.

### **IV.**

That the Contracting Entity herein further agrees that all prisoners and detainees of Contracting Entity in the Beadle County Juvenile Detention Center are subject to the Detention Center Policy and Procedures Manual of Beadle County and any and all State standards that may be forthcoming from the South Dakota Legislature or other authorized committee or agency of the State of South Dakota.

### **V.**

That the Contracting Entity fully agrees and understands that Beadle County may refuse to take any prisoner or detainee of Contracting Entity at the sole discretion of Beadle County.

### **VI.**

That the Contracting Entity agrees to indemnify Beadle County and hold Beadle County Harmless from all claims, demand, or judgment against Beadle County by prisoners or detainees held for Contracting Entity for all claims, demands or judgment for allegations of but not limited to the following: false arrest, false detention. Contracting Entity also agrees to pay all legal costs in defense of Beadle County as a result of litigation against Beadle County by prisoners or detainees of Contracting Entity for the above claims, demands or judgment.

Beadle County agrees to assume all liability for any claims resulting from negligent hiring of jail personnel or the negligence of any of its employees in the care for prisoners or detainees of Contracting Entity and shall hold Contracting Entity harmless thereon.

**VII.**

That the parties to this agreement herein fully agree that Beadle County may cancel this agreement by giving thirty (30) days notice to the Auditor of Contracting Entity. Said notice shall be certified or registered mail. Contracting Entity herein agrees it shall have no claim or claims of any kind or any nature against Beadle County for Beadle County's cancellation of this agreement. Contracting Entity further agrees that should Beadle County decide by action of the County commissioners of Beadle County to alter terms and conditions of this agreement, including the cost of housing prisoners, that said alterations or changes shall be made known to Contracting Entity by certified or registered mail to the County Auditor of Contracting Entity. Contracting Entity herein agrees and understands that said alteration or change in this written contract shall commence and take full force and effect thirty (30) days after notice is received by Contracting Entity unless other agreement is reached between parties to this agreement.

This contract shall be effective January 1, 2026 and will terminate on December 31, 2026.

**IN WITNESS HEREOF**, the parties hereto have placed their hands and seals by the signature of the duly authorized officers.

Date \_\_\_\_\_  
COUNTY OF BEADLE

BY: \_\_\_\_\_  
Chairman of the Board

ATTEST: \_\_\_\_\_  
Beadle County Auditor

Date \_\_\_\_\_  
COUNTY OF BROOKINGS

BY: \_\_\_\_\_  
Chairman of the Board

ATTEST: \_\_\_\_\_  
Brookings County Auditor

## **ELECTION AGREEMENT FOR BROOKINGS COUNTY**

This agreement is entered into between Brookings County and \_\_\_\_\_, political subdivisions of the State of South Dakota, for the purpose of allocating expenses of combined elections in even numbered years and elections Brookings County is not directly involved in. All under the provisions of SDCL 9-13-37, 13-7-10.3 and 12-2-6.

### **COMBINED ELECTIONS (EVEN NUMBERED YEARS)**

#### **PURPOSE:**

The purpose of this agreement is to provide a method for the parties to conduct their individually required elections in one combined election pursuant to the provisions of the South Dakota Codified Laws referred to above to save overall tax dollars on the costs of providing elections for each entity and to encourage a better voter turnout for all entities.

#### **RESPONSIBILITIES:**

The parties to this agreement shall each perform election tasks as set forth in this paragraph.

The board of each entity shall approve the agreed on combined election date during an official meeting.

Each entity shall file its own notice of vacancy and the time and place for filing petitions.

Once candidates have filed their nominating petitions, each entity shall verify petition validity as provided by SDCL 12-6-8; specifically, that the required number of signatures is present, and that each signer is a registered voter within the entity's jurisdiction.

After petitions have been verified, each entity shall draw candidate names for ballot position. The candidates should be notified and invited to attend the drawing. Once the ballot order has been determined, \_\_\_\_\_ shall certify to the Brookings County Finance Office the offices and terms to be filled through the election, the names of the people whose nominating petitions have been filed and the order in which they are to appear on the ballot. The certification must list the candidate names exactly as they appear on the nominating petitions. (SDCL 12-2-5)

Upon receipt of candidate and/or ballot question language certification from \_\_\_\_\_, the Brookings County Finance Office will assume the sole responsibility for conducting the combined election from that point forward.

This responsibility will include, but is not limited to joint publications (i.e. notice of voter registration deadline, notice of election, notice of public test for automatic tabulating equipment, facsimile ballot, instructions to voters, etc.), preparing and ordering proper number of ballot stock, hiring and training election workers, ExpressVote programming, absentee voting, public testing of the automatic tabulating

system, polling place setup/teardown, transporting necessary election supplies to each polling location and facilitating election day activities.

Each entity shall have representatives present to assist with the tabulating of votes and any needed assistance on Election night. Votes will be counted on third floor in the Chambers of the Brookings City/County Government Center building. The Brookings County Finance Office will assign specific election night duties to each representative present to assist with the tabulating of votes.

COST SHARING:

Twenty-five percent (25%) of the total cost will be divided between participating entities. The remaining seventy-five (75%) will be divided by ballot composition per entity.

Costs will include, but not limited to, jointly published notices, salaries and expenses of election boards and election workers needed, all jointly used materials such as ballot stock, poll pads, data processing, set up and testing of ballots, equipment maintenance and any other charges incurred in the scope of the election process.

Brookings County will initially pay all costs associated with the election. The Brookings County Finance Office will then bill each entity involved for reimbursement of their portion of the bills. Payment is due within 60 days of the date of the invoice.

ABSENTEE BALLOTS:

Absentee ballots shall be available at the Brookings County Finance Office for voters who wish to vote absentee. Absentee workers will be hired by Brookings County.

CANVASSING THE VOTE:

There shall be a joint canvassing of the vote with the canvass board consisting of at least a quorum of each of the respective boards at a joint meeting the Thursday following the election.

The Brookings County Finance Office shall provide the necessary reports to the City of Brookings and Brookings School Districts where Brookings County is not involved, if requested.

COOPERATION:

Each entity is hereby empowered and directed to cooperate in any manner that will accomplish the purpose and intent of this agreement to facilitate the election in the most efficient and economical manner.

TERM OF AGREEMENT:

This agreement shall be in effect \_\_\_\_\_. Thereafter this agreement will be automatically renewed for each succeeding year. To amend or terminate this agreement for the upcoming year, any party must notify the other party of its intent to withdraw by January 1<sup>st</sup> of that year, effective immediately on that date.

## **OTHER ELECTIONS (ODD NUMBERED YEARS)**

### **COST SHARE:**

Brookings County is not responsible for supplying the supplies (absentee envelopes, ballots, thermal paper, etc.) needed to hold their own elections. However, if Brookings County provides supplies in an emergency, Brookings County will be refunded the cost of the supplies used.

General expectation of costs will be discussed in advance of the election. All costs accrued by Brookings County during an election shall be invoiced back to the entity involved. Payments for said costs shall be remitted sixty (60) days after receipt of said invoice from Brookings County.

### **VOTING EQUIPMENT:**

Brookings County agrees to supply voting booths, ballot boxes, secrecy sleeves, and the required signage at no cost. The party holding the election is responsible for:

- Setting a time to assist with getting equipment for Election Day;
- Scheduling a time to assist in return of election equipment;
- Transport and setup/teardown of election equipment; and
- Cost of replacing missing equipment and repairing any damage to equipment, other than mechanical failure

### **POLLBOOKS, DS850 SCANNER & EXPRESSVOTE:**

Brookings County agrees to pay the maintenance and upkeep costs of the Pollbooks, DS850 tabulator, and the ExpressVote voter assist terminals.

If another entity wishes to use these machines for their election, they are responsible for the cost of programming, user license fees, on-site support, delivery and pick up of the equipment and repairing any damage to the equipment, other than mechanical failure of machines. The cost to rent each pollbook is \$100.00.

The agreement between Brookings County and KNOWiNK covers the relationship between KNOWiNK and the licensee, Brookings County. Use of the Pollbooks requires you to enter into a user agreement with KNOWiNK prior to Brookings County allowing the use of the Pollbooks.

### **ELECTION SUPPORT:**

Staff from the Finance Office will be present in the Finance Office from 7:00 a.m. to 7:00 p.m. on Election Day to assist with registration issues.

Brookings County is not responsible for on-site support or troubleshooting the Pollbooks. If an entity wishes to have on-site support for troubleshooting the Pollbooks, they are responsible for the cost of that on-site support using KNOWiNK.

Brookings County shall be reimbursed at a rate of fifty (50) dollars an hour for Absentee Voting and TotalVote file transmission.

ELECTION NIGHT:

For entities using the DS850 scanner to count their ballots, the Finance Office staff will be present on election night to assist with the county and intake process.

In the event of a recount, the DS850 scanner will be made available, but the presence of the Finance Office staff will not be required. If the DS850 scanner needs to be moved between floors, the Finance Office staff is responsible for moving and securing.

EFFECTIVE DATE:

This Agreement shall become effective on the date that all parties have signed the agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name  
Jurisdiction

\_\_\_\_\_  
Name  
Title/Jurisdiction

\_\_\_\_\_  
Name  
Jurisdiction

\_\_\_\_\_  
Name  
Title/Jurisdiction

\_\_\_\_\_  
Larry Jensen  
Brookings County Commission Chair

\_\_\_\_\_  
Lori Schultz  
Brookings County Finance Officer

## **SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES**

This is an Agreement between Brookings County Highway Department (Owner) and Banner Associates, Inc. (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as Design and Bidding Services for SN 06-153-200 (Project). Engineer's services under this Agreement (Services) are generally identified as: refer to attachment "Exhibit A – Engineer's Services".

Owner and Engineer further agree as follows:

### 1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

### 2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
  - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.
- C. Owner will complete requirements of the Preliminary Engineering BIG project by the SDDOT including, but not limited to: obtain traffic count for structure.
- D. Owner will obtain all necessary Right of Way (ROW) to construct and maintain the replacement structure, including temporary and permanent easements, and will complete the ROW Certification form.
- E. Owner will coordinate the project impacts with the existing utility owners, both underground and aerial, arrange for any adjustments, and will complete the Utility Certification form.
- F. Owner will provide necessary maintenance records for BIG application.

- G. Owner will provide approved Resolution agreeing to fund BIG replacement project at specified cost share.

### 3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: Refer to milestones identified in Exhibit A. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

### 4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.0.
  - 1. Hourly Rates. Owner shall pay Engineer for Services as follows:
    - a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
    - b. Engineer's Standard Hourly Rates are attached as Appendix 1.
    - c. The total compensation for Services and reimbursement of expenses is estimated to be \$72,000.00.

- E. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

## 5.01 Termination

### A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
  - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

### B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

### C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments

identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

#### 6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:

1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
  2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
  3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$1,000,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal

securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

#### 7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### 8.01 Successors, Assigns, and Beneficiaries

- A. Successors and Assigns
  - 1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - 2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

10.01 Attachments

- A. Appendix 1: Engineer's Schedule of Labor Rates and Expenses.
- B. Exhibit A – Engineer's Services

This Agreement's Effective Date is December 2, 2025.

Owner: Brookings County Commission  
(name of organization)

Engineer: Banner Associates, Inc.  
(name of organization)

By: \_\_\_\_\_  
(authorized individual's signature)

By:   
(authorized individual's signature)

Date: \_\_\_\_\_  
(date signed)

Date: November 25, 2025  
(date signed)

Name: \_\_\_\_\_  
(typed or printed)

Name: Gregg Jorgenson, PE  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: Sr. Vice President  
(typed or printed)

Address for giving notices:  
520 3<sup>rd</sup> Street  
Suite 210  
Brookings, SD 57006

Address for giving notices:  
409 22<sup>nd</sup> Ave. S  
Brookings, SD 57006

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

This is **Appendix 1, Engineer's Schedule of Labor Rates and Expenses**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated December 2, 2025.

## **APPENDIX 1: SCHEDULE OF LABOR RATES AND EXPENSES**

January 2025

Administrative .....	\$60.00 to \$195.00/Hour
Surveying/Geomatics .....	\$80.00 to \$180.00/Hour
Engineering Technician .....	\$75.00 to \$140.00/Hour
Environmental Scientist .....	\$80.00 to \$185.00/Hour
Staff Engineer .....	\$100.00 to \$160.00/Hour
Project Engineer .....	\$120.00 to \$185.00/Hour
Project Manager .....	\$145.00 to \$285.00/Hour

1. Meals at State Rates.
2. Lodging at actual cost.
3. Reimbursables:
  - a. Mileage ..... \$0.85/Mile
4. All other direct project expenses at actual cost of materials.

Rates are subject to change annually.

This is **EXHIBIT A**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated December 2, 2025.

## **Engineer's Services**

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Article 1 of the Agreement is supplemented to include the following agreement of the parties.

### **Design and Bidding for BIG Bridge Replacement Project**

- 1) Develop preliminary layout drawing and preliminary plan and profile drawing (optional).
  - a) Drawings will be submitted to Owner and to SDDOT for review and comments.
  - b) Final design will proceed after acceptance by Owner and SDDOT.
- 2) Environmental Permitting (see below).
- 3) Prepare PE plats for permanent easements (if necessary).
  - a) Extents of permanent easement will be identified on preliminary plan and profile.
- 4) Prepare ROW Certificate.
  - a) Provide ROW donation forms to Owner to obtain signatures from affected landowners.
  - b) Provide signed PE plats, with ROW donation forms, for Owner to file at Register of Deeds.
  - c) Have Owner complete ROW Certificate form.
- 5) Prepare Utility Certificate.
  - a) Provide Owner with list of Utilities and contact information for utilities identified in the project area; identify location of utilities and any potential conflicts with proposed new structure.
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- 6) Prepare design calculations and independent design check calculations for proposed structure \*.
- 7) Perform initial Load Rating Analysis for proposed structure \*.
- 8) Prepare construction plans for structure replacement and approach grading.
  - a) Plans will follow SDDOT non-Section method.
- 9) Prepare Bidding documents and Construction front-end documents.
- 10) Develop Construction Management Plan (CMP).
- 11) Prepare Construction cost estimate.
- 12) Prepare draft Agreement for Construction Engineering (CE) services.
  - a) Include estimate of hours.
- 13) Prepare and submit BIG application with 100% review plans to SDDOT (12/31/2026).
  - a) Include bid documents, construction front-end documents, non-DOT specifications, and construction cost estimate.
  - b) Include design calcs, independent design check calcs, initial load rating analysis.
  - c) Include permits and certificates (USACE 404 permit, ROW and Utility Certificates, etc.).
  - d) Include draft CMP and draft CE services Agreement.
- 14) Address all SDDOT review comments (either by accepting or rejecting them; provide written responses for rejected comments).
  - a) Finalize Bidding and Construction front-end documents.
  - b) Obtain Letting Authorization DOT prior to advertising for bids.
- 15) Advertise project for bids, conduct bid letting, review and tabulate bids.
  - a) Recommend Conditional Award of Contract to lowest responsive bidder pending concurrence from SDDOT.
- 16) Assist Owner with selecting materials testing agency.
- 17) Prepare and submit NOI application for SD DANR Stormwater Permit for Construction Activities.

### **Environmental Permitting**

The approach to environmental permitting assumes no federal funding (Federal Highway Administration) is utilized for the project. Wetlands and waterways are present in the project area and are likely jurisdictional under Section 404 of the Clean Water Act. The project has the potential to permanently impact these areas, and a Section 404 permit application will be completed and provided to the US Army Corps of Engineers (USACE) for review and issuance of a permit.

Banner will complete a Section 404 permit application for the project. If an impact over 0.03 acre occurs to the stream or an impact over 0.1 acre occurs to wetlands, mitigation will likely be required as part of the permit. If required, Banner would be able to identify a mitigation bank and coordinate mitigation through an amendment to this scope. The following will be included to complete the Section 404 permit application:

- *Desktop Wetland Delineation and Wetland Impact Calculations*- Banner will complete a desktop wetland delineation that identifies wetlands and waterways within the identified project area. Banner will calculate the potential temporary and permanent impacts to the wetlands and waterways resulting from the proposed project. The desktop delineation will include a larger project area for the temporary stream diversion [if utilized]. The level of wetland impact due to the stream diversion will also be identified.
- Assumes the project can be permitted under nationwide permit.
  - o USACE Nationwide 14 includes a stream mitigation requirement for impacts exceeding 0.03 acre. If a permanent impact over 0.03 acre will occur, Banner can complete mitigation coordination under an amendment to this scope and fee.
- *Site Visit to Identify Northern Long Eared Bat Habitat*- Banner will visit the site and identify potential NLEB habitat. If habitat is present, commitments for construction will be identified.

### **Exclusions**

- 1) We cannot guarantee the timeline or receipt of a USACE Section 404 permit as these can be subject to changes in the review process/criteria.
- 2) A field wetland delineation is not included in the Scope of Services. Similarly, wetland mitigation is not included.
  - a) A Desktop Wetland Delineation will be performed as part of the Environmental Permitting process. Any further delineation or mitigation needs will be coordinated through an amendment.
- 3) The utility information included on the plans was obtained during the site survey and we cannot guarantee the accuracy of the utility markings provided from One Call.
- 4) Construction Engineering (CE) services are not included in the Scope of Services.
  - a) A separate agreement for CE services will be submitted for review to the SDDOT and will need to be executed prior commencement of services.
  - b) If Topeka shiner construction commitments are required as part of the issued USACE 404 permit, construction monitoring will be included in CE Scope of Services.

\* These services are not applicable to precast concrete box culvert structures. The design, independent design check, and the load rating analysis will be by the Precaster.

## SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between Brookings County Highway Department (Owner) and Banner Associates, Inc. (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as Design and Bidding Services for SN 06-248-040 (Project). Engineer's services under this Agreement (Services) are generally identified as: refer to attachment "Exhibit A – Engineer's Services".

Owner and Engineer further agree as follows:

### 1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

### 2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
  - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.
- C. Owner will complete requirements of the Preliminary Engineering BIG project by the SDDOT including, but not limited to: obtain traffic count for structure.
- D. Owner will obtain all necessary Right of Way (ROW) to construct and maintain the replacement structure, including temporary and permanent easements, and will complete the ROW Certification form.
- E. Owner will coordinate the project impacts with the existing utility owners, both underground and aerial, arrange for any adjustments, and will complete the Utility Certification form.
- F. Owner will provide necessary maintenance records for BIG application.

- G. Owner will provide approved Resolution agreeing to fund BIG replacement project at specified cost share.

3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: Refer to milestones identified in Exhibit A. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.0.
1. Hourly Rates. Owner shall pay Engineer for Services as follows:
    - a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
    - b. Engineer's Standard Hourly Rates are attached as Appendix 1.
    - c. The total compensation for Services and reimbursement of expenses is estimated to be \$75,000.00.

- E. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

#### 5.01 Termination

##### A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
  - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

##### B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

##### C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments

identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

#### 6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:

1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
  2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
  3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$1,000,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal

securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

#### 7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### 8.01 Successors, Assigns, and Beneficiaries

- A. Successors and Assigns
  - 1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - 2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
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This Agreement's Effective Date is December 2, 2025.

Owner:  
Brookings County Commission  
(name of organization)

Engineer:  
Banner Associates, Inc.  
(name of organization)

By: \_\_\_\_\_  
(authorized individual's signature)

By:   
(authorized individual's signature)

Date: \_\_\_\_\_  
(date signed)

Date: November 25, 2025  
(date signed)

Name: \_\_\_\_\_  
(typed or printed)

Name: Gregg Jorgenson, PE  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: Sr. Vice President  
(typed or printed)

Address for giving notices:  
520 3<sup>rd</sup> Street  
Suite 210  
Brookings, SD 57006

Address for giving notices:  
409 22<sup>nd</sup> Ave. S  
Brookings, SD 57006

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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January 2025

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The approach to environmental permitting assumes no federal funding (Federal Highway Administration) is utilized for the project. Wetlands and waterways are present in the project area and are likely jurisdictional under Section 404 of the Clean Water Act. The project has the potential to permanently impact these areas, and a Section 404 permit application will be completed and provided to the US Army Corps of Engineers (USACE) for review and issuance of a permit.

Banner will complete a Section 404 permit application for the project. If an impact over 0.03 acre occurs to the stream or an impact over 0.1 acre occurs to wetlands, mitigation will likely be required as part of the permit. If required, Banner would be able to identify a mitigation bank and coordinate mitigation through an amendment to this scope. The following will be included to complete the Section 404 permit application:

- *Desktop Wetland Delineation and Wetland Impact Calculations*- Banner will complete a desktop wetland delineation that identifies wetlands and waterways within the identified project area. Banner will calculate the potential temporary and permanent impacts to the wetlands and waterways resulting from the proposed project. The desktop delineation will include a larger project area for the temporary stream diversion [if utilized]. The level of wetland impact due to the stream diversion will also be identified.
- Assumes the project can be permitted under nationwide permit.
  - o USACE Nationwide 14 includes a stream mitigation requirement for impacts exceeding 0.03 acre. If a permanent impact over 0.03 acre will occur, Banner can complete mitigation coordination under an amendment to this scope and fee.
- *Site Visit to Identify Northern Long Eared Bat Habitat*- Banner will visit the site and identify potential NLEB habitat. If habitat is present, commitments for construction will be identified.

## **Exclusions**

- 1) We cannot guarantee the timeline or receipt of a USACE Section 404 permit as these can be subject to changes in the review process/criteria.
- 2) A field wetland delineation is not included in the Scope of Services. Similarly, wetland mitigation is not included.
  - a) A Desktop Wetland Delineation will be performed as part of the Environmental Permitting process. Any further delineation or mitigation needs will be coordinated through an amendment.
- 3) The utility information included on the plans was obtained during the site survey and we cannot guarantee the accuracy of the utility markings provided from One Call.
- 4) Construction Engineering (CE) services are not included in the Scope of Services.
  - a) A separate agreement for CE services will be submitted for review to the SDDOT and will need to be executed prior commencement of services.
  - b) If Topeka shiner construction commitments are required as part of the issued USACE 404 permit, construction monitoring will be included in CE Scope of Services.

\* These services are not applicable to precast concrete box culvert structures. The design, independent design check, and the load rating analysis will be by the Precaster.

## SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between Brookings County Highway Department (Owner) and Banner Associates, Inc. (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as Design and Bidding Services for SN 06-320-235 (Project). Engineer's services under this Agreement (Services) are generally identified as: refer to attachment "Exhibit A – Engineer's Services".

Owner and Engineer further agree as follows:

### 1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

### 2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
  - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.
- C. Owner will complete requirements of the Preliminary Engineering BIG project by the SDDOT including, but not limited to: obtain traffic count for structure.
- D. Owner will obtain all necessary Right of Way (ROW) to construct and maintain the replacement structure, including temporary and permanent easements, and will complete the ROW Certification form.
- E. Owner will coordinate the project impacts with the existing utility owners, both underground and aerial, arrange for any adjustments, and will complete the Utility Certification form.
- F. Owner will provide necessary maintenance records for BIG application.

- G. Owner will provide approved Resolution agreeing to fund BIG replacement project at specified cost share.

### 3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: Refer to milestones identified in Exhibit A. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

### 4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.0.
  - 1. Hourly Rates. Owner shall pay Engineer for Services as follows:
    - a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
    - b. Engineer's Standard Hourly Rates are attached as Appendix 1.
    - c. The total compensation for Services and reimbursement of expenses is estimated to be \$74,000.00.

- E. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

## 5.01 Termination

### A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
  - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

- B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

- C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments

identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

#### 6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:

1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
  2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
  3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$1,000,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal

securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

#### 7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### 8.01 Successors, Assigns, and Beneficiaries

- A. Successors and Assigns
  - 1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - 2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

10.01 Attachments

- A. Appendix 1: Engineer's Schedule of Labor Rates and Expenses.
- B. Exhibit A – Engineer's Services

This Agreement's Effective Date is December 2, 2025.

Owner: Brookings County Commission  
(name of organization)

Engineer: Banner Associates, Inc.  
(name of organization)

By: \_\_\_\_\_  
(authorized individual's signature)

By:   
(authorized individual's signature)

Date: \_\_\_\_\_  
(date signed)

Date: November 25, 2025  
(date signed)

Name: \_\_\_\_\_  
(typed or printed)

Name: Gregg Jorgenson, PE  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: Sr. Vice President  
(typed or printed)

Address for giving notices:  
520 3<sup>rd</sup> Street  
Suite 210  
Brookings, SD 57006

Address for giving notices:  
409 22<sup>nd</sup> Ave. S  
Brookings, SD 57006

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Designated Representative:  
Name: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Title: \_\_\_\_\_  
(typed or printed)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

This is **Appendix 1, Engineer's Schedule of Labor Rates and Expenses**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated December 2, 2025.

## **APPENDIX 1: SCHEDULE OF LABOR RATES AND EXPENSES**

January 2025

Administrative .....	\$60.00 to \$195.00/Hour
Surveying/Geomatics .....	\$80.00 to \$180.00/Hour
Engineering Technician .....	\$75.00 to \$140.00/Hour
Environmental Scientist .....	\$80.00 to \$185.00/Hour
Staff Engineer .....	\$100.00 to \$160.00/Hour
Project Engineer .....	\$120.00 to \$185.00/Hour
Project Manager .....	\$145.00 to \$285.00/Hour

1. Meals at State Rates.
2. Lodging at actual cost.
3. Reimbursables:
  - a. Mileage ..... \$0.85/Mile
4. All other direct project expenses at actual cost of materials.

Rates are subject to change annually.

This is **EXHIBIT A**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated December 2, 2025.

## **Engineer's Services**

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Article 1 of the Agreement is supplemented to include the following agreement of the parties.

### **Design and Bidding for BIG Bridge Replacement Project**

- 1) Develop preliminary layout drawing and preliminary plan and profile drawing (optional).
  - a) Drawings will be submitted to Owner and to SDDOT for review and comments.
  - b) Final design will proceed after acceptance by Owner and SDDOT.
- 2) Environmental Permitting (see below).
- 3) Prepare PE plats for permanent easements (if necessary).
  - a) Extents of permanent easement will be identified on preliminary plan and profile.
- 4) Prepare ROW Certificate.
  - a) Provide ROW donation forms to Owner to obtain signatures from affected landowners.
  - b) Provide signed PE plats, with ROW donation forms, for Owner to file at Register of Deeds.
  - c) Have Owner complete ROW Certificate form.
- 5) Prepare Utility Certificate.
  - a) Provide Owner with list of Utilities and contact information for utilities identified in the project area; identify location of utilities and any potential conflicts with proposed new structure.
  - b) Have Owner complete Utility Certificate form.
- 6) Prepare design calculations and independent design check calculations for proposed structure \*.
- 7) Perform initial Load Rating Analysis for proposed structure \*.
- 8) Prepare construction plans for structure replacement and approach grading.
  - a) Plans will follow SDDOT non-Section method.
- 9) Prepare Bidding documents and Construction front-end documents.
- 10) Develop Construction Management Plan (CMP).
- 11) Prepare Construction cost estimate.
- 12) Prepare draft Agreement for Construction Engineering (CE) services.
  - a) Include estimate of hours.
- 13) Prepare and submit BIG application with 100% review plans to SDDOT (12/31/2026).
  - a) Include bid documents, construction front-end documents, non-DOT specifications, and construction cost estimate.
  - b) Include design calcs, independent design check calcs, initial load rating analysis.
  - c) Include permits and certificates (USACE 404 permit, ROW and Utility Certificates, etc.).
  - d) Include draft CMP and draft CE services Agreement.
- 14) Address all SDDOT review comments (either by accepting or rejecting them; provide written responses for rejected comments).
  - a) Finalize Bidding and Construction front-end documents.
  - b) Obtain Letting Authorization DOT prior to advertising for bids.
- 15) Advertise project for bids, conduct bid letting, review and tabulate bids.
  - a) Recommend Conditional Award of Contract to lowest responsive bidder pending concurrence from SDDOT.
- 16) Assist Owner with selecting materials testing agency.
- 17) Prepare and submit NOI application for SD DANR Stormwater Permit for Construction Activities.

## **Environmental Permitting**

The approach to environmental permitting assumes no federal funding (Federal Highway Administration) is utilized for the project. Wetlands and waterways are present in the project area and are likely jurisdictional under Section 404 of the Clean Water Act. The project has the potential to permanently impact these areas, and a Section 404 permit application will be completed and provided to the US Army Corps of Engineers (USACE) for review and issuance of a permit.

Banner will complete a Section 404 permit application for the project. If an impact over 0.03 acre occurs to the stream or an impact over 0.1 acre occurs to wetlands, mitigation will likely be required as part of the permit. If required, Banner would be able to identify a mitigation bank and coordinate mitigation through an amendment to this scope. The following will be included to complete the Section 404 permit application:

- *Desktop Wetland Delineation and Wetland Impact Calculations*- Banner will complete a desktop wetland delineation that identifies wetlands and waterways within the identified project area. Banner will calculate the potential temporary and permanent impacts to the wetlands and waterways resulting from the proposed project. The desktop delineation will include a larger project area for the temporary stream diversion [if utilized]. The level of wetland impact due to the stream diversion will also be identified.
- Assumes the project can be permitted under nationwide permit.
  - o USACE Nationwide 14 includes a stream mitigation requirement for impacts exceeding 0.03 acre. If a permanent impact over 0.03 acre will occur, Banner can complete mitigation coordination under an amendment to this scope and fee.
- *Site Visit to Identify Northern Long Eared Bat Habitat*- Banner will visit the site and identify potential NLEB habitat. If habitat is present, commitments for construction will be identified.
- *Level I Records Search*- Banner will order a Level I Record Search from the State Archeological Research Center (SARC) and provide any previous plans for the bridge in a one-page memo summarizing cultural resources information found. The memo will include an attachment of photos of the bridge.

## **Exclusions**

- 1) We cannot guarantee the timeline or receipt of a USACE Section 404 permit as these can be subject to changes in the review process/criteria.
- 2) A field wetland delineation is not included in the Scope of Services. Similarly, wetland mitigation is not included.
  - a) A Desktop Wetland Delineation will be performed as part of the Environmental Permitting process. Any further delineation or mitigation needs will be coordinated through an amendment.
- 3) The utility information included on the plans was obtained during the site survey and we cannot guarantee the accuracy of the utility markings provided from One Call.
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  - a) A separate agreement for CE services will be submitted for review to the SDDOT and will need to be executed prior commencement of services.
  - b) If Topeka shiner construction commitments are required as part of the issued USACE 404 permit, construction monitoring will be included in CE Scope of Services.

\* These services are not applicable to precast concrete box culvert structures. The design, independent design check, and the load rating analysis will be by the Precaster.



# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.

A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 10-31-25

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township Quandry Contact Person/ Title Gary Bothe

Address/ City /State /Zip 20990 476<sup>th</sup> Ave Aurora SD 57002

Telephone: 605-881-5411 Email garybothe@yahoo.com

Structure ID from Inventory Database: 06-2187-1246 & 06-2187-1245

Describe location of project: 476<sup>th</sup> Ave between 209<sup>th</sup> St and 208<sup>th</sup> St

Describe issue or reason for request: ends of culverts are damaged

Safety/emergency implications: Could restrict water flow

Proposed solution: replace culverts

Number of County Residents Affected: uncertain Estimated Completion Date: summer of 2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? 60"

What is the size of the proposed new culvert or structure? 60"

What, if any, engineering costs are anticipated? 0

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: 17,400 Township Proposed Contribution: 20% Grant Requested: 80%

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:

Gary Bothe  
Printed Name

Gary Bothe  
Signature

10-31-25  
Date

12/5/2025 10:30:51 AM



TrueNorth Steel, Inc.  
220 4th ST NW  
Huron SD 57350  
USA

605-352-8643

Customer: 4761

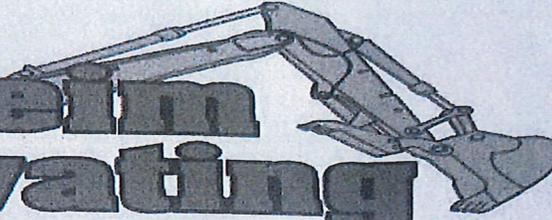
CPU  
220 4th St Nw  
Huron SD 57350-1555  
USA

Phone: 605-693-3955

Fax:

Estimate	Terms	Quote Date	Expiration Date	Salesperson	Customer Currency
EHU0001165	Net 30 Days	12/5/2025	12/20/2025	2010	USD US Dollar
	Quantity	Item		Unit Price	Extended Price
	2.00000			5,443.20000	10,886.40
	EA	HG06012F40 CSP Helical Galv 60" 12 Ga 5X1 40'			
				Sale Amount:	10,886.40
				Order Disc( 0.0000%):	0.00
				Surcharge:	N/A
				Sales Tax:	674.96
				Misc Charges:	0.00
				Total Amount:	11,561.36

# Austreim Excavating



<b>PROJECT ID</b>	<b>PROJECT NAME</b> Furnish and Install 60" Culverts	<b>DATE</b> 12/9/2025
<b>CUSTOMER NAME</b> Aurora Township		
<b>LOCATION</b> Aurora Township		
<b>CONTACT PERSON</b> Zach Ries		<b>CONTACT NUMBER</b> 605-651-2599
<b>EMAIL ADDRESS</b> zach@austreimexcavating.com		

**SCOPE OF WORK**  
Furnish and Intall 60" CMP Culverts.

DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
Remove Existing Culverts	2	EA	\$1,310.00	\$2,620.00
Furnish and Install 60" Culvert	2	EA	\$12,000.00	\$24,000.00
Surfacing Gravel	50	TON	\$12.00	\$600.00
Gravel Blading	3	HR	\$200.00	\$600.00
<b>ESTIMATED COST</b>				<b>\$27,820.00</b>

Zach Ries		12/9/2025
_____ ESTIMATOR	_____ SIGNATURE	_____ DATE

Resolution Approving Application(s) for  
Rural Access Infrastructure Funds

The Aurora Township Board of Brookings County hereby approves the attached Rural Access Infrastructure Funding application and acknowledges that it complies with SDCL 31-34-7.

Approved this 28 day of October, 2025.

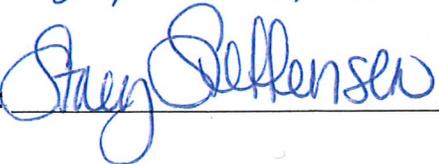
  
\_\_\_\_\_  
Township Chairperson

  
\_\_\_\_\_  
Township Supervisor

  
\_\_\_\_\_  
Township Supervisor

Attest:  
  
\_\_\_\_\_  
Township Clerk

Township Contact: Gary Bothe  
Phone Number: 605-881-5411  
Email Address: gary.bothe@yahoo.com

Received by:  \_\_\_\_\_ Date: 10/31/25

\*\*Due by October 31<sup>st</sup>

## Small Structure Improvement Plan for Rural Access Infrastructure Grant

A 5 year structure improvement plan is due by August 31st of each year.  
The deadline for applications will be October 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 8-29-25

Township Quarora Contact Person/ Title Gary Bothe Supervisor  
Address/ City /State /Zip 20990 476<sup>th</sup> Ave Quarora SD 57002  
Telephone: 605-881-5411 Email gary.bothe@yahoo.com

Pursuant to 8-10-30, we have provided our townships annual report to the Brookings County Auditor before the last day of March 2025 and retained a copy in the records of the township clerk. YES / NO

**The township is eligible for funds based upon the following criteria. Check all that apply.**

Impose a Property Tax Levy of 50 cents per thousand 10-12-28.2

Impose a tax levy opt out pursuant to 10-13-36 \_\_\_\_\_ Structure is on a full maintenance road

Website for your map and inventory list: [sdtownships.com](http://sdtownships.com)— then -- map and inventory access click here

The follow requirements are attached on a separate sheet of paper. Check all that applying

A map showing the location of all small structures within the township

A print out from the DOT database identifying structure location, width, length, condition, load posting \_\_\_\_\_

The following list identifies the structures to be proposed for replacement over the next 5 years. As one cannot accurately plan for disasters, this list is subject to modifications as situations present itself.

YEAR 20 26

Structure ID 06-2187-1245 Location 476<sup>th</sup> Ave

Type of project replacement

Estimated Cost \$8700 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26

Structure ID 06-2187-1246 Location 476<sup>th</sup> Ave

Type of project replacement

Estimated Cost \$8700 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26, 28, 30  
Structure ID 06-2185-1329 Location 476<sup>th</sup> Ave  
Type of project inspections  
Estimated Cost 0 Expected Completion Year 26, 28, & 30  
If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 30  
Structure ID 06-2185-1342 Location 476<sup>th</sup> Ave  
Type of project inspections w/ possible replacement  
Estimated Cost \$9000 Expected Completion Year ~~2030~~ 2028 - 2030 depending  
If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies) *on inspection*

YEAR 20 26, 28, 30 1350  
Structure ID 06-2285-1349 Location 477<sup>th</sup> Ave  
Type of project inspecting  
Estimated Cost 0 Expected Completion Year \_\_\_\_\_  
If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26-2030  
Structure ID remaining structures in township Location \_\_\_\_\_  
Type of project inspections  
Estimated Cost 0 Expected Completion Year \_\_\_\_\_  
If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_  
Structure ID \_\_\_\_\_ Location \_\_\_\_\_  
Type of project \_\_\_\_\_  
Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_  
If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_  
Structure ID \_\_\_\_\_ Location \_\_\_\_\_  
Type of project \_\_\_\_\_  
Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_  
If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)



# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.  
A 5 year structure Improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 10-28-2025 \*  
\*this was applied for and approved last year; but did not get completed

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township Eureka Contact Person/Title Colin Pierce / Chairman

Address/ City /State /Zip 46749 199<sup>th</sup> St, Bruce SD 57220

Telephone: 605-520-3012 (leave voicemail) Email c.pierce@eureka.org

Structure ID from Inventory Database: 06-1203-0304

Describe location of project: approximately 1/8 mile east of intersection of 466<sup>th</sup> Ave and 199<sup>th</sup> St.

Describe issue or reason for request: The culvert was identified as being in poor overall structure condition during the county culvert inventory.

Safety/emergency implications: 199<sup>th</sup> St is one (of 2) township roads that go straight through the township and it is highly traveled.

Proposed solution: Replace the old culvert with a new one

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: Summer 2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?  
Replacing the old culvert will result in a good/excellent structure condition.

What is the size of the culvert or structure being replaced? 56" metal

What is the size of the proposed new culvert or structure? 56" metal

What, if any, engineering costs are anticipated? NA

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: <sup>\$</sup>30,592 Township Proposed Contribution: <sup>\$</sup>6118.40 Grant Requested: <sup>\$</sup>24,473.60

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:  
Matt Bebansee  
Printed Name

Matt Bebansee  
Signature

10/30/2025  
Date

# Estimate

Jensen Hilltop Trucking Inc.  
 47157 200th St.  
 Brookings, SD 57006

Name/Address
Eureka Township

Date	Estimate No.	Project
11/28/23	11	

Item	Description	Quantity	Cost	Total
Material Hauled	Structure 06-1203-0304 on 199st	50	280.00	14,000.00
Material Hauled	Rip Rap for Both Ends	60	37.60	2,256.00
Material Hauled	Ballast	30	28.75	862.50
Material Hauled	Bedding Rock	50	28.75	1,437.50
Material Hauled	Gravel	100	9.00	900.00
excavator	Labor to remove old pipe install new pipe dispose of old pipe and place riprap.		8,500.00	8,500.00
Trucking	Hauling Riprap, Ballast, Bedding Rock from L.G. Everist		2,400.00	2,400.00
2% Excise Tax		11,800	0.02	236.00
			<b>Total</b>	<b>\$30,592.00</b>

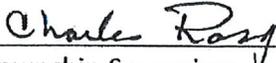
Resolution Approving Application(s) for  
Rural Access Infrastructure Funds

The Eureka Township Board of Brookings County hereby approves the attached Rural Access Infrastructure Funding application and acknowledges that it complies with SDCL 31-34-7.

Approved this 28<sup>th</sup> day of October, 2025.



Township Chairperson



Township Supervisor



Township Supervisor

Attest:



Township Clerk

Township Contact: Colin Pierce

Phone Number: 605-520-3012 (leave voicemail)

Email Address: cleorunch@gmail.com

Received by: Tracy Sellensen

Date: 10/30/25

\*\*Due by October 31<sup>st</sup>

RECEIVED AUG 29 2025

## Small Structure Improvement Plan for Rural Access Infrastructure Grant

A 5 year structure improvement plan is due by August 31st of each year.  
The deadline for applications will be October 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 8-27-2025

Township Eureka Contact Person/Title Celia Pierce / Supervisor Chairman  
Address/ City /State /Zip 46749 199<sup>th</sup> St, Bruce SD 57220

Telephone: 605-520-3012 Email cleopierce@gmail.com

Pursuant to 8-10-30, we have provided our townships annual report to the Brookings County Auditor before the last day of March 20 25 and retained a copy in the records of the township clerk.  YES / NO

The township is eligible for funds based upon the following criteria. Check all that apply.

Impose a Property Tax Levy of 50 cents per thousand 10-12-28.2

Impose a tax levy opt out pursuant to 10-13-36 \_\_\_\_\_ Structure is on a full maintenance road

Website for your map and inventory list: [sdtownships.com](http://sdtownships.com) -- then -- map and inventory access click here

The follow requirements are attached on a separate sheet of paper. Check all that applying

A map showing the location of all small structures within the township

A print out from the DOT database identifying structure location, width, length, condition, load posting

The following list identifies the structures to be proposed for replacement over the next 5 years. As one cannot accurately plan for disasters, this list is subject to modifications as situations present itself.

YEAR 20 26

Structure ID 06-1203-0304 Location 199<sup>th</sup> St, east of 466<sup>th</sup> Ave

Type of project culvert replacement \* this has been approved, but will not get completed in 2025

Estimated Cost \$ 35,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_. (only fill in if this applies)

YEAR 20 27

Structure ID 06-1391-0275 Location 468<sup>th</sup> Ave, north of 199<sup>th</sup> St

Type of project culvert replacement

Estimated Cost \$ 38,000 Expected Completion Year 2027

If the structure has a load posting, the current posting is \_\_\_\_\_. (only fill in if this applies)

YEAR 20 28

Structure ID 06-1261-003 Location 196<sup>th</sup> St, west of 467<sup>th</sup> Ave

Type of project culvert replacement

Estimated Cost \$ 40,000 Expected Completion Year 2028

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 29

Structure ID 06-1389-0401 Location 468<sup>th</sup> Ave, 200<sup>th</sup> St

Type of project culvert replacement

Estimated Cost \$ 35,000 Expected Completion Year 2029

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 30

Structure ID 06-1221-0404 Location 200<sup>th</sup> St, east of 466<sup>th</sup> Ave

Type of project culvert replacement

Estimated Cost \$ 20,000 Expected Completion Year 2030

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 30

Structure ID 06-1221-0405 Location 200<sup>th</sup> St, east of 466<sup>th</sup> Ave

Type of project culvert replacement

Estimated Cost \$ 20,000 Expected Completion Year 2030

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

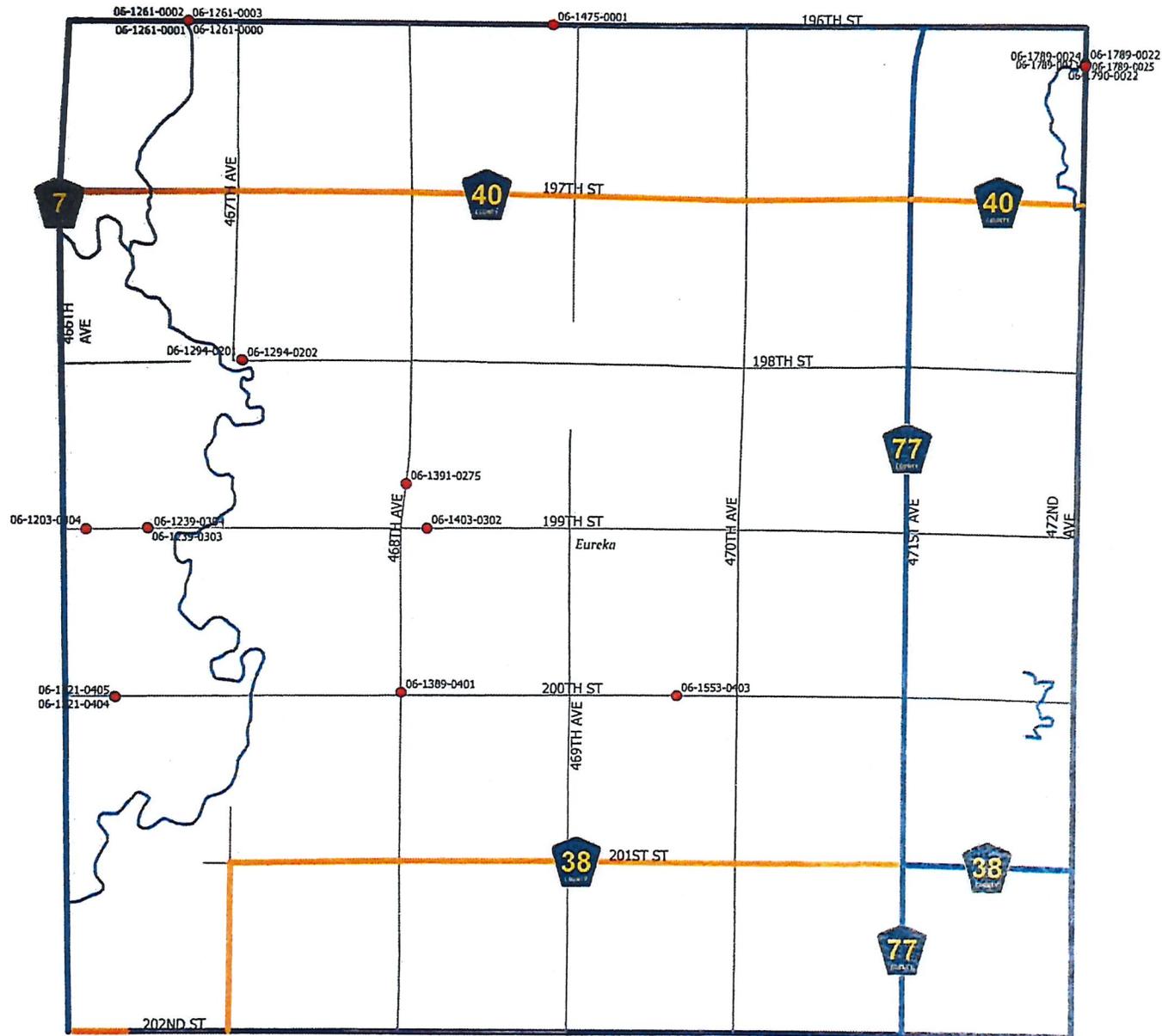
YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

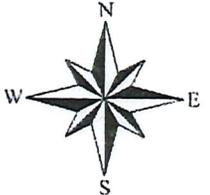
Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)



**Eureka Township Culverts**

- Eureka Township
- Eureka Culverts
- County Gravel
- County Paved
- Roads
- River



August 2022

RECEIVED OCT 30 2025

# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.

A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 10-30-25

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township Laketon Contact Person/ Title Gwen Madsen, Clerk

Address/ City /State /Zip 45582 202nd St Arlington SD 57212

Telephone: 605-203-0031 Email g-madsen@hotmail.com

Structure ID from Inventory Database: 06-0206-0505

Describe location of project: Intersection of 201st Street + 456th Avenue

Describe issue or reason for request: showing signs of deterioration

Safety/emergency implications: potential road collapse

Proposed solution: Replace Culvert

Number of County Residents Affected: 4 Estimated Completion Date: 10-2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? 56' x 60'

What is the size of the proposed new culvert or structure? 48' x 60'

What, if any, engineering costs are anticipated? N/A

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: 12,906 Township Proposed Contribution: 2,582 Grant Requested: 10,324

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:

Gwen Madsen  
Printed Name

Gwen Madsen  
Signature

10-30-25  
Date

Nitteberg Construction Co.

202 Main Street  
 PO Box 450  
 Estelline, SD 57234

# Estimate

Date	Estimate #
10/29/2025	1290

Name / Address
Laketon Township gmadson@cityofbrookings-sd.gov

				Project
Description	Qty	U/M	Rate	Total
Install Culverts ( 2026 )			0.00	0.00
Install culvert on 456th ave & 201st			0.00	0.00
Mobilization	1		300.00	300.00
Excavation & Labor	1		3,000.00	3,000.00
Gravel	50		15.00	750.00
Riprap if needed	28		60.00	1,680.00
Culverts to be furnished & on site by Township			-0.00	0.00
			<b>Subtotal</b>	\$5,730.00
			<b>Sales Tax (0.0%)</b>	\$0.00
			<b>Total</b>	\$5,730.00



**Quote for CSP and Construction Products**

Quote #: KAS 10-28-2025

220 4th Street NW  
Huron, SD 57350

Project: Laketon Twp Brookings Co SD

Date: 10/28/2025

**ESTIMATOR:**  
**Keith Stroud**

**SALES CONTACT:**  
**Justin Lindquist**

Mobile: 605-350-8643  
Main Office: 605-352-8643  
Fax: 605-352-8645  
[Keith.Stroud@TrueNorthSteel.com](mailto:Keith.Stroud@TrueNorthSteel.com)

Mobile: 701-715-4912  
Main Office: 605-352-8643  
Fax: 605-352-8645  
[Justin.Lindquist@TrueNorthSteel.com](mailto:Justin.Lindquist@TrueNorthSteel.com)

Item	Qty	Dia. (In.)	Ga.	Description	Unit Price	U/M	Extended Price
	60	78"	12 Ga	Helical Galvanized 5X1 Corrugated Steel Pipe 1-60' length	\$ 176.40	/Ft.	\$ 10,584.00
	60	48"	12 Ga	Helical Galvanized Arch Std Corrugated Steel Pipe 1-60' length	\$ 119.60	/Ft.	\$ 7,176.00
	52	42"	12 Ga	Helical Galvanized Standard Corrugated Steel Pipe 2-26' lengths	\$ 91.20	/Ft.	\$ 4,742.40

78" and 42" pipes would need to be made  
48" pipe would need to be arched  
FOB Laketon Twp Brookings Co SD

**Total Quote: \$ 22,502.40**

**This quote is valid for 30 days from the date shown.** Seller retains the right to issue a revised quote with revised prices at any time. Prices on this quote are subject to change without notice due to the current volatility of steel prices. Please contact your TrueNorth Steel representative for further information. Authorized signature of buyer acknowledges the receipt of and agreement with TrueNorth Steel terms and conditions. Storage fees may be applicable to any order if the customer takes delivery more than 30 days after the buyer's originally requested delivery date. Prices do not include any applicable sales taxes. Freight is FOB jobsite unless otherwise indicated on quote and is based on fully nested loads. Any additional loads needed due to customer requirements will be an additional charge and will be determined at time of shipment and is subject to actual fuel costs at time of delivery.

BUYER SIGNATURE: \_\_\_\_\_  
BUYER PRINT NAME: \_\_\_\_\_  
ON-SITE CONTACT NAME: \_\_\_\_\_  
ESTIMATED START DATE: \_\_\_\_\_  
DELIVERY LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**For a complete listing of TrueNorth Steel Construction Products, please visit our website.  
[www.TrueNorthSteel.com](http://www.TrueNorthSteel.com)**

RECEIVED OCT 30 2025

# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.

A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 10-30-25

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township Laketon Contact Person/ Title Gwen Madsen, Clerk

Address/ City /State /Zip 45582 202nd St Arlington SD 57212

Telephone: 605-203-0031 Email g-madsen@hotmail.com

Structure ID from Inventory Database: 06-0305-0560

Describe location of project: 457th Avenue - north of 202nd street

Describe issue or reason for request: poor condition

Safety/emergency implications: potential flooding

Proposed solution: Replace Culvert

Number of County Residents Affected: 4 Estimated Completion Date: 10-2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? 80" x 60"

What is the size of the proposed new culvert or structure? 78" x 60"

What, if any, engineering costs are anticipated? N/A

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: 16,814 Township Proposed Contribution: 3,363 Grant Requested: 13,451

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:  
Gwen Madsen  
Printed Name

Gwen Madsen  
Signature

10-30-25  
Date



**Quote for CSP and Construction Products**

Quote #: KAS 10-28-2025

Project: Laketon Twp Brookings Co SD

220 4th Street NW

Huron, SD 57350

Date: 10/28/2025

**ESTIMATOR:**  
Keith Stroud

**SALES CONTACT:**  
Justin Lindquist

Mobile: 605-350-8643  
Main Office: 605-352-8643  
Fax: 605-352-8645  
[Keith.Stroud@TrueNorthSteel.com](mailto:Keith.Stroud@TrueNorthSteel.com)

Mobile: 701-715-4912  
Main Office: 605-352-8643  
Fax: 605-352-8645  
[Justin.Lindquist@TrueNorthSteel.com](mailto:Justin.Lindquist@TrueNorthSteel.com)

Item	Qty	Dia. (In.)	Ga.	Description	Unit Price	U/M	Extended Price
	60	78"	12 Ga	Helical Galvanized 5X1 Corrugated Steel Pipe 1-60' length	\$ 176.40	/Ft.	\$ 10,584.00
	60	48"	12 Ga	Helical Galvanized Arch Std Corrugated Steel Pipe 1-60' length	\$ 119.60	/Ft.	\$ 7,176.00
	52	42"	12 Ga	Helical Galvanized Standard Corrugated Steel Pipe 2-26' lengths	\$ 91.20	/Ft.	\$ 4,742.40

78" and 42" pipes would need to be made  
48" pipe would need to be arched  
FOB Laketon Twp Brookings Co SD

**Total Quote: \$ 22,502.40**

**This quote is valid for 30 days from the date shown.** Seller retains the right to issue a revised quote with revised prices at any time. Prices on this quote are subject to change without notice due to the current volatility of steel prices. Please contact your TrueNorth Steel representative for further information. Authorized signature of buyer acknowledges the receipt of and agreement with TrueNorth Steel terms and conditions. Storage fees may be applicable to any order if the customer takes delivery more than 30 days after the buyer's originally requested delivery date. Prices do not include any applicable sales taxes. **Freight is FOB jobsite unless otherwise indicated on quote and is based on fully nested loads. Any additional loads needed due to customer requirements will be an additional charge and will be determined at time of shipment and is subject to actual fuel costs at time of delivery.**

BUYER SIGNATURE: \_\_\_\_\_  
BUYER PRINT NAME: \_\_\_\_\_  
ON-SITE CONTACT NAME: \_\_\_\_\_  
ESTIMATED START DATE: \_\_\_\_\_  
DELIVERY LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**For a complete listing of TrueNorth Steel Construction Products, please visit our website.**

[www.TrueNorthSteel.com](http://www.TrueNorthSteel.com)

Nitteberg Construction Co.

202 Main Street  
 PO Box 450  
 Estelline, SD 57234

# Estimate

Date	Estimate #
10/29/2025	1291

Name / Address
Laketon Township gmadson@cityofbrookings-sd.gov

Project

Description	Qty	U/M	Rate	Total
Install Culverts (2026)			0.00	0.00
Install Culvert on 457th ave south of 201st			0.00	0.00
Mobilization	1		300.00	300.00
Excavation & Labor	1		3,500.00	3,500.00
Gravel	50		15.00	750.00
Riprap if needed	28		60.00	1,680.00
Culverts to be furnished & on site by Township			0.00	0.00

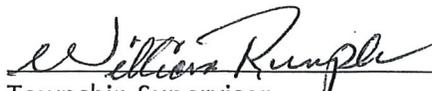
<b>Subtotal</b>			\$6,230.00
<b>Sales Tax (0.0%)</b>			\$0.00
<b>Total</b>			\$6,230.00

Resolution Approving Application(s) for  
Rural Access Infrastructure Funds

The Laketon Township Board of Brookings County hereby approves the attached Rural Access Infrastructure Funding application and acknowledges that it complies with SDCL 31-34-7.

Approved this 28<sup>th</sup> day of October, 2025.

  
\_\_\_\_\_  
Township Chairperson

  
\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Township Supervisor

Attest:

  
\_\_\_\_\_  
Township Clerk

Township Contact: Gwen Madsen

Phone Number: 605-203-0031

Email Address: g-madsen@hotmail.com

Received by: 

Date: 10/30/25

\*\*Due by October 31<sup>st</sup>

RECEIVED AUG 27 2025

# Small Structure Improvement Plan for Rural Access Infrastructure Grant

A 5 year structure improvement plan is due by August 31st of each year.  
The deadline for applications will be October 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 8-26-2025

Township Laketon Contact Person/ Title Gwen Madsen Clerk  
Address/ City /State /Zip 45582 202nd St Arlington SD 57112  
Telephone: 605-203-0031 Email g-madsen@hotmail.com

Pursuant to 8-10-30, we have provided our townships annual report to the Brookings County Auditor before the last day of March 2025 and retained a copy in the records of the township clerk. (YES) / NO

The township is eligible for funds based upon the following criteria. Check all that apply.

Impose a Property Tax Levy of 50 cents per thousand 10-12-28.2 X

Impose a tax levy opt out pursuant to 10-13-36 \_\_\_\_\_ Structure is on a full maintenance road X

Website for your map and Inventory list: [sdtownships.com](http://sdtownships.com)— then -- map and inventory access click here

The follow requirements are attached on a separate sheet of paper. Check all that applying

A map showing the location of all small structures within the township X

A print out from the DOT database identifying structure location, width, length, condition, load posting \_\_\_\_\_

The following list identifies the structures to be proposed for replacement over the next 5 years. As one cannot accurately plan for disasters, this list is subject to modifications as situations present itself.

YEAR 20 26

Structure ID 06-0206-0505 Location 201st Street & 457th Ave

Type of project Culvert replacement

Estimated Cost 12,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26

Structure ID 06-0404-0594 Location 202nd St & 458th Ave

Type of project Concrete Box Culvert

Estimated Cost 14,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 27

Structure ID 06-0325-0505 Location 2015<sup>th</sup> St + East of 457<sup>th</sup> Ave

Type of project Culvert replacement

Estimated Cost 14,000 Expected Completion Year 2027

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

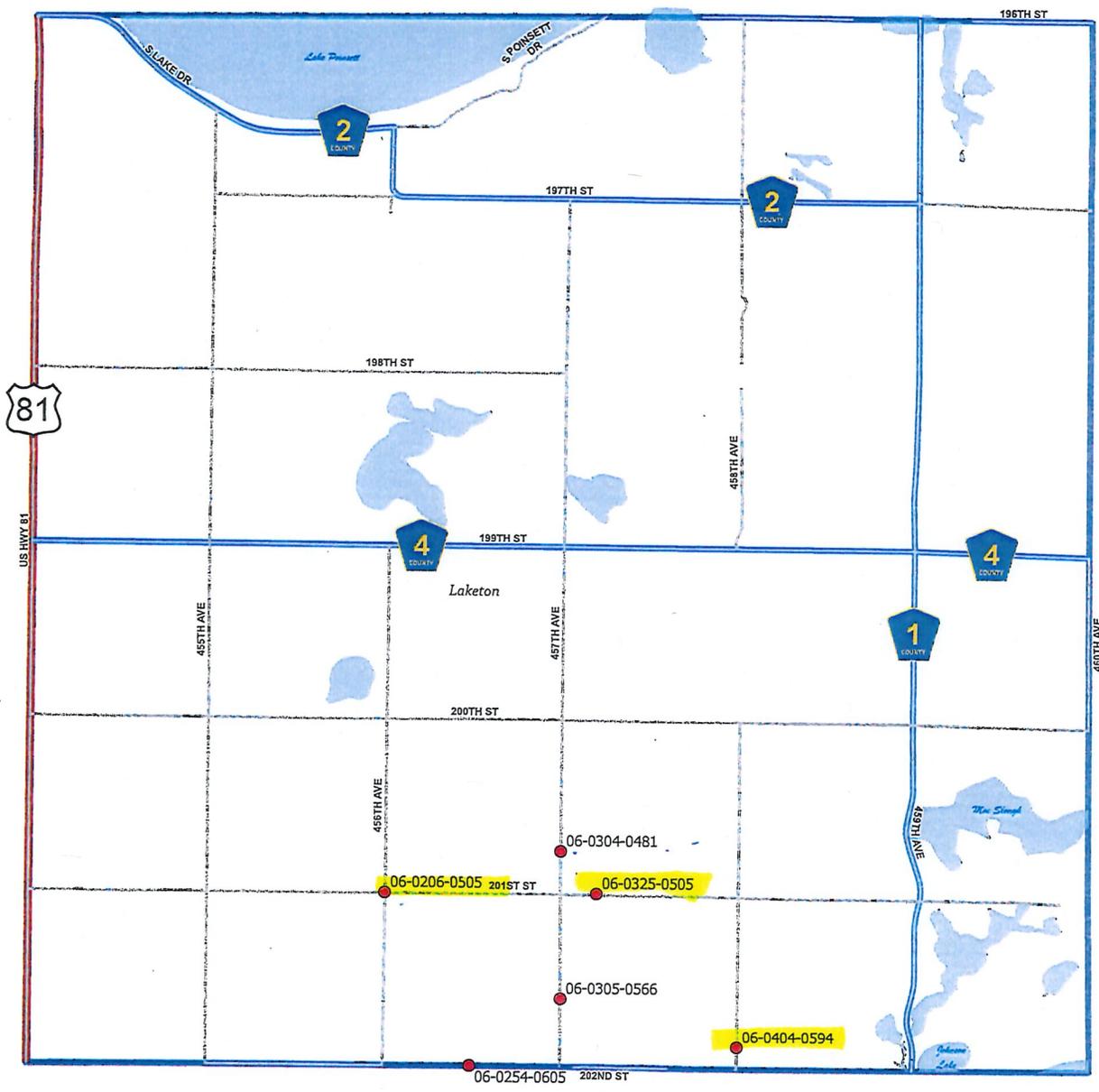
YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)



### Laketon Township Culverts

-  Laketon Township
-  Laketon Culverts
-  US Highways
-  County Gravel
-  County Paved
-  Roads
-  River



August 2022

# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.

A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 12-31-25

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township OAK Lake Contact Person/ Title Mike Kjelder Supervisor

Address/ City /State /Zip 47906 198<sup>th</sup> St Astoria SD

Telephone: 605-530-0065 Email MKjelder@live.com

Structure ID from Inventory Database: 06-2454-0209 062455-0208

Describe location of project: From intersection 198<sup>th</sup> + 479<sup>th</sup> Ave  
Approx 1/2 mile

Describe issue or reason for request: Culverts Existing, do not take the volume of water in heavy rains or snow melt

Safety/emergency implications: Heavy Rains + Snow + Ice melt in the Spring<sup>water</sup> Runs over road + washes Gravel away

Proposed solution: New culverts, with some right of way  
Cleaning + road built up 12" to 16" higher in low spot

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: July 1<sup>st</sup> 2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? 56" x 56"

What is the size of the proposed new culvert or structure? 60" x 64"

What, if any, engineering costs are anticipated? Will have to address that issue <sup>approval</sup>

Additional permitting may be required if the replacement is different than the original structure.

+\$5079.60

Total Project Cost: 38,540 Township Proposed Contribution: \_\_\_\_\_ Grant Requested: \_\_\_\_\_

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:

Michael Kjelder  
Printed Name

Michael Kjelder  
Signature

12-31-25  
Date

# Estimate 1219

Done

COBB CREEK LLC  
19775 484th Ave  
Astoria, SD 57213-5409  
6056908969  
cobbcreek.co@gmail.com



ADDRESS  
Oak Lake Township  
47906 198th Street  
Astoria  
SD  
57213

Estimate 1219

DATE 12/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization	Moving equipment/personnel	1	1,000.00	1,000.00T
	Culvert Install	Remove existing two 56"x50' culverts and replace with two 56"x56' culverts	42	200.00	8,400.00T
	Culvert	56"x56" culvert. Price estimated *subject to change	2	9,500.00	19,000.00T
	Disposal	Dispose of old culverts	2	500.00	1,000.00T
	Rock & Hauling	Material and trucking. Side dump load. Estimate only, quantity may vary	8	570.00	4,560.00T
	Gravel & Hauling	Material and trucking. Side dump load. Estimate only, quantity may vary	5	365.00	1,825.00T
	Grading/backpacking	Backpack subgrade around culvert and grade/pack gravel. Place rip rap	10	200.00	2,000.00T

Culvert location on 198th st approx 1/2 mile west of 479th Ave intersection	SUBTOTAL	37,785.00
	TAX (0.02)	755.70
	<b>TOTAL</b>	<b>\$38,540.70</b>

Thank you for your business!

Accepted By

Accepted Date



5:41



Estimate 1220

Done

COBB CREEK LLC  
19775 484th Ave  
Astoria, SD 57213-5409  
6056908969  
cobbcreek.co@gmail.com



ADDRESS  
Oak Lake Township  
47906 198th Street  
Astoria  
SD  
57213

Estimate 1220  
DATE 12/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Fill & Hauling	Material and trucking. Side dump load. Clay fill to raise grade of road section approx 250' long by 20' wide. Estimate only, quantity maybe vary	6	285.00	1,590.00T
	Gravel & Hauling	Material and trucking. Side dump load. Gravel to raise grade of road section approx 250' long by 20' wide. Estimate only, quantity maybe vary	6	365.00	2,190.00T
	Grading/Packin	Grade and pack clay/gravel on raised road section	6	200.00	1,200.00T
Road section on 198th st approx 1/2 mile west of 479th Ave intersection			SUBTOTAL		4,980.00
			TAX (0.02)		99.60
			TOTAL		\$5,079.60

Thank you for your business!

Accepted By

Accepted Date



# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.  
A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 12-31-25

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township OAK lake Contact Person/ Title Mike Kjelder

Address/ City /State /Zip 47906 198<sup>th</sup> Astoria SD 57213

Telephone: 605-530-0065 Email MKjelder@luc.com

Structure ID from Inventory Database: \_\_\_\_\_

Describe location of project: intersection of 482<sup>nd</sup> Ave + 202<sup>nd</sup> 3/8 mile north

Describe issue or reason for request: culvert is eroding gravel along the road. culvert needs to be longer

Safety/emergency implications: narrow road

Proposed solution: replace with longer culvert

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: July 1 2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? 48" x 32"

What is the size of the proposed new culvert or structure? 48" x 40"

What, if any, engineering costs are anticipated? none anticipated

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: 17,314<sup>50</sup> Township Proposed Contribution: \_\_\_\_\_ Grant Requested: \_\_\_\_\_

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:  
Michael Kjelder  
Printed Name

Michael Kjelder  
Signature

12-31-25  
Date

# Estimate 1217

Done

COBB CREEK LLC  
 19775 484th Ave  
 Astoria, SD 57213-5409  
 6056908969  
 cobbcreak.co@gmail.com



ADDRESS  
 Oak Lake Township  
 47906 198th Street  
 Astoria  
 SD  
 57213

Estimate 1217

DATE 12/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization	Moving equipment/personnel	1	1,000.00	1,000.00T
	Culvert Install	Remove existing 48"x32' culvert and replace with 48"x40' culvert	16	200.00	3,200.00T
	Culvert	48"x40' culvert. Price estimated *subject to change	1	7,500.00	7,500.00T
	Disposal	Dispose of old culvert	1	500.00	500.00T
	Rock & Hauling	Material and trucking. Side dump load. Estimate only. Quantity may vary	4	570.00	2,280.00T
	Gravel & Hauling	Material and trucking. Side dump load. Estimate only, quantity may vary	3	365.00	1,095.00T
	Grading/backpacking	Backfill/compact subgrade material and grade/pack gravel. Place rip rap	7	200.00	1,400.00T

Culvert location on 482nd Ave approx 3/8 mile north of 202nd st Intersection	SUBTOTAL	16,975.00
	TAX (0.02)	339.50
	<b>TOTAL</b>	<b>\$17,314.50</b>

Thank you for your business!

Accepted By

Accepted Date



# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.

A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 12-31-25

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township DAK Lake Contact Person/ Title Mike Kjelden

Address/ City /State /Zip 47906 198<sup>th</sup> Astoria 57213

Telephone: 605-530-0065 Email M.Kjelden@live.com

Structure ID from Inventory Database: 06-2484-0375

Describe location of project: 479<sup>th</sup> Ave + 200<sup>th</sup> intersection north approx 3/8 of a mile

Describe issue or reason for request: culvert could be longer so ditches are not so steep

Safety/emergency implications: Ditch is a straight drop off 15' on both sides of road

Proposed solution: New culvert / longer culvert

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: July 1<sup>st</sup> 2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?  
longer culvert with sloped ditches

What is the size of the culvert or structure being replaced? 84" x 60' 10 ga

What is the size of the proposed new culvert or structure? 84" x 72' 10 ga

What, if any, engineering costs are anticipated? will have to address that issue upon approval

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: 28,147<sup>90</sup> Township Proposed Contribution: \_\_\_\_\_ Grant Requested: \_\_\_\_\_

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:  
Michael Kjelden  
Printed Name

Michael Kjelden  
Signature

12-31-25  
Date

# Estimate 1218

Done

COBB CREEK LLC  
 19775 484th Ave  
 Astoria, SD 57213-5409  
 6056908969  
 cobbccreek.co@gmail.com



ADDRESS  
 Oak Lake Township  
 47906 198th Street  
 Astoria  
 SD  
 57213

Estimate 1218  
 DATE 12/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Mobilization	Moving equipment/personnel	1	1,000.00	1,000.00T
	Culvert Install	Remove existing 84"x60" culvert and replace with new 84"x60" 10ga" culvert	30	200.00	6,000.00T
	Culvert	84"x60" 10ga culvert. Price estimated *subject to change	1	12,500.00	12,500.00T
	Disposal	Dispose of old culvert	1	500.00	500.00T
	Rock & Hauling	Material and trucking. Side dump load. Estimate only, quantity may vary	6	570.00	3,420.00T
	Gravel & Hauling	Material and trucking. Side dump load. Estimate only, quantity may vary	5	365.00	1,825.00T
	Grading/backpacking	Compact sub grade material around culvert and grade/pack gravel. Place rip rap	12	200.00	2,400.00T
Culvert location on 479th Ave approx 3/8 mile north of 200th st intersection			SUBTOTAL		27,645.00
			TAX (0.02)		552.90

Thank you for your business!

TOTAL \$28,197.90

Accepted By

Accepted Date



Resolution Approving Application(s) for  
Rural Access Infrastructure Funds

The Oak Lake Township Board of Brookings County hereby approves the attached Rural Access Infrastructure Funding application and acknowledges that it complies with SDCL 31-34-7.

Approved this 8 day of Aug, 2025.

Michael Felder  
Township Chairperson

Tom A. Cothran  
Township Supervisor

Frank Brown  
Township Supervisor

Attest:

Mary E Brown  
Township Clerk

Township Contact: Mike Kjelden  
Phone Number: 605-530-0065  
Email Address: Mkjelden@live.com

Received by: Gary Peltensen Date: 08/29/25

\*\*Due by October 31<sup>st</sup>

RECEIVED SEP 08 2025

### Small Structure Improvement Plan for Rural Access Infrastructure Grant

A 5 year structure improvement plan is due by August 31st of each year.  
The deadline for applications will be October 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied Aug 31, 2025

Township Oak Lake Contact Person/Title Mary Brown Clerk

Address/ City /State /Zip 47881 196<sup>st</sup> Astoria SD 57213

Telephone: 605 690 8231 Email mez2bpink@yahoo.com

Pursuant to 8-10-30, we have provided our townships annual report to the Brookings County Auditor before the last day of March 2025 and retained a copy in the records of the township clerk. (YES) / NO

The township is eligible for funds based upon the following criteria. Check all that apply.

Impose a Property Tax Levy of 50 cents per thousand 10-12-28.2 \_\_\_\_\_

Impose a tax levy opt out pursuant to 10-13-36 \_\_\_\_\_ Structure is on a full maintenance road X

Website for your map and inventory list: [sdtownships.com](http://sdtownships.com)— then -- map and inventory access click here

The follow requirements are attached on a separate sheet of paper. Check all that applying

A map showing the location of all small structures within the township \_\_\_\_\_

A print out from the DOT database identifying structure location, width, length, condition, load posting \_\_\_\_\_

The following list identifies the structures to be proposed for replacement over the next 5 years. As one cannot accurately plan for disasters, this list is subject to modifications as situations present itself.

YEAR 20 26

Structure ID 06-2682 0020 Location 196<sup>th</sup> & 481<sup>st</sup> Ave

Type of project Re ~~Rem~~ Replace culvert

Estimated Cost ? Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26

Structure ID 06-2684-0536 Location 201<sup>st</sup> St E 481 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

2

3

YEAR 20 27

Structure ID 06-2704-0507 Location 201st St  $\frac{1}{2}$  481 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2027

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 28

Structure ID 06-2484-0320 Location 199th St  $\frac{1}{2}$  479 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2028

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 29

Structure ID 06-2483-0258 Location 198th St  $\frac{1}{2}$  479 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2029

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 30

Structure ID 06-2484-0375 Location 199th St  $\frac{1}{2}$  479 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2030

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 31

Structure ID 0-6 2483-0413 Location 479 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2031

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 2031

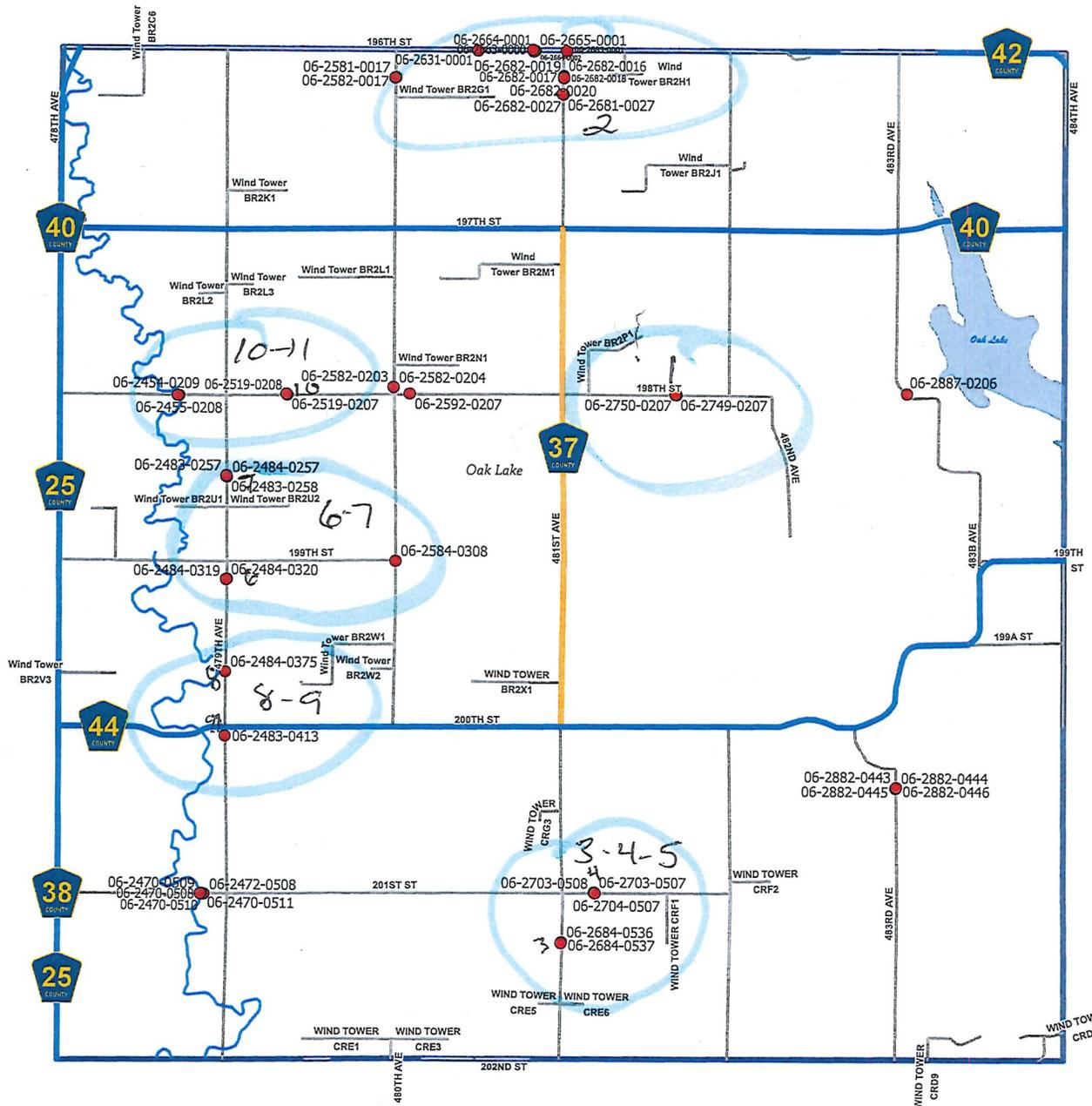
Structure ID 06 2519 0207 Location 198th St  $\frac{1}{2}$  479 Ave

Type of project replace culvert

Estimated Cost ? Expected Completion Year 2031

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

looked at August 2025



**Oak Lake Township Culverts**

- Oak Lake Township
- Oak Lake Culverts
- County Gravel
- County Paved
- Roads
- River



# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.  
A 5 year structure Improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Date Applied 8-21-25

Township Sterling Contact Person/ Title Michelle Vande Weerd, clerk

Address/ City /State /Zip 416659 208th St. Bruce SD 57200

Telephone: 605-690-3106 Email michelle.vandeweerd@gmail.com

Structure ID from Inventory Database: 061583 0605 and 061583 0606

Describe location of project: moderate deterioration and fair condition on county's report

Describe issue or reason for request: gravel road  
replace culverts (see notes)

Safety/emergency implications: NA

Proposed solution: replace culverts

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: 12/1/26  
 One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? same 72 x 72 x 40

What is the size of the proposed new culvert or structure? \_\_\_\_\_

What, if any, engineering costs are anticipated? NA

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: \$48684.41 Township Proposed Contribution: \$9736.88 Grant Requested: \$38947.53

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:  
Michelle Vande Weerd  
Printed Name

Michelle Vande Weerd  
Signature

8-21-25  
Date

# Estimate

Jensen Hilltop Trucking Inc.  
 47157 200th St.  
 Brookings, SD 57006

Name/Address
Michelle Vande Weerd Sterling Township 46659-205th Street Bruce, SD 57220

Date	Estimate No.	Project
08/13/25	15	

Item	Description	Quantity	Cost	Total
Culvert	Structures 06-1583-0605 & 0606: 2-72 inch culverts	2	10,300.00	20,600.00
Instalation	50 feet long			
Material Hauled	Ballast	75	35.10	2,632.50
Material Hauled	Rip Rap	75	42.55	3,191.25
Material Hauled	Bedding Rock	100	35.10	3,510.00
Material Hauled	Gravel	250	12.00	3,000.00
excavator	Labor and all equipment to remove old pipes install new pipes dispose of old pipes and place Rip Rap	1	12,000.00	12,000.00
Trucking	Hauling all materials from L.G. Everist		3,200.00	3,200.00
2% Excise Tax		27,533	0.02	550.66
	Quantities and prices may vary at time of instalation			

Thank you for your business.	Total	\$48,684.41
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Resolution Approving Application(s) for  
Rural Access Infrastructure Funds

The Starling Township Board of Brookings County hereby approves the  
attached Rural Access Infrastructure Funding application and acknowledges that it complies  
with SDCL 31-34-7.

Approved this 21 day of August, 2025.

Mike Vande Weerd

Township Chairperson Mike Vande Weerd

James L. Hegg

Township Supervisor Jim Hegg

Tombe

Township Supervisor Tom Vander Wae

Attest:

Michelle Vande Weerd

Township Clerk

Township Contact: Michelle Vande Weerd

Phone Number: 605-690-3106

Email Address: michelle.vande.weerd@gmail.com

Received by: Stacy Sellsensen

Date: 08/29/25

\*\*Due by October 31<sup>st</sup>

RECEIVED AUG 29 2025

# Small Structure Improvement Plan for Rural Access Infrastructure Grant

A 5 year structure improvement plan is due by August 31st of each year.  
The deadline for applications will be October 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 8-21-25

Township Sterling Contact Person/Title Michelle Vande Weerd  
Address/ City /State /Zip 46659 205th St. Bruce SD 57220

Telephone: 605-690-3106 Email michelle.vandeweerd@gmail.com

Pursuant to 8-10-30, we have provided our townships annual report to the Brookings County Auditor before the last day of March 20 25 and retained a copy in the records of the township clerk. (YES) / NO

The township is eligible for funds based upon the following criteria. Check all that apply.

Impose a Property Tax Levy of 50 cents per thousand 10-12-28.2 yes

Impose a tax levy opt out pursuant to 10-13-36 yes Structure is on a full maintenance road yes

Website for your map and Inventory list: [sdtownships.com](http://sdtownships.com) -- then -- map and inventory access click here

The follow requirements are attached on a separate sheet of paper. Check all that applying

A map showing the location of all small structures within the township ✓

A print out from the DOT database identifying structure location, width, length, condition, load posting ✓

The following list identifies the structures to be proposed for replacement over the next 5 years. As one cannot accurately plan for disasters, this list is subject to modifications as situations present itself.

YEAR 20 25 (bid) Complete 2026

Structure ID Db 15B30605 Location 202 St.

Type of project replace culvert

Estimated Cost see below Expected Completion Year 2026

If the structure has a load posting, the current posting is -. (only fill in if this applies)

YEAR 20 25 (bid) Complete 2026

Structure ID Db 15B30606 Location 202 St.

Type of project replace culvert

Estimated Cost \$48,694.41 Expected Completion Year 2026

If the structure has a load posting, the current posting is -. (only fill in if this applies)

Combined Bid for Both

YEAR 20 26

Structure ID 0613191004 Location 206 St.

Type of project replace culvert

Estimated Cost unknown Expected Completion Year 2027

If the structure has a load posting, the current posting is —. (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

RECEIVED OCT 23 2025

SITE #1

# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.  
A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied \_\_\_\_\_

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township VOLGA Contact Person/Title PAUL NELSON, CHAIRMAN

Address/ City/State /Zip 46336 213<sup>rd</sup> ST VOLGA S.D. 57071

Telephone: 605-690-2146 Email Nelsonpaul1969@gmail.com

Structure ID from Inventory Database: 06-0795-1687 AND 06-0795-1688

Describe location of project: VFCENTRY 462<sup>nd</sup> AVE AND 213<sup>rd</sup> ST.

Describe issue or reason for request: CULVERTS IN POOR CONDITION  
OVERALL SITES ARE SUB STANDARD

Safety/emergency implications: CULVERTS NOT FUNCTIONING CORRECTLY  
RESULT DETCH AND ROAD EROSION/HAZARD TO VEHICLE TRAFFIC

Proposed solution: REPLACE CULVERTS

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: 2026  
 One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved?

What is the size of the culvert or structure being replaced? BOTH ARE 60" x 40'

What is the size of the proposed new culvert or structure? BOTH WILL BE 60' x 46'

What, if any, engineering costs are anticipated? \_\_\_\_\_

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: \_\_\_\_\_ Township Proposed Contribution: \_\_\_\_\_ Grant Requested: \_\_\_\_\_

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By:

\_\_\_\_\_  
Printed Name Signature Date

5516 #2

RECEIVED OCT 23 2025

# Application for Rural Access Infrastructure Grant

The deadline for applications will be October 31st of each year.

A 5 year structure improvement plan is due by August 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied \_\_\_\_\_

**\*\*Funding is subject to approval by the Highway Supt and County Commission, with payment after project completion.**

Township VOLGA Contact Person/Title PAUL NELSON, CHAIRMAN

Address/ City /State /Zip 46336 213<sup>rd</sup> ST VOLGA SD. 57071

Telephone: 605-690-2146 Email nelsonpaul1969@gmail.com

Structure ID from Inventory Database: 06-0795-1689 AND 06-0794-1687

Describe location of project: VICINITY OF 462<sup>nd</sup> AVE & 213<sup>rd</sup> ST

Describe issue or reason for request: CULVERTS IN POOR CONDITION  
OVERALL SITES ARE SUB-STANDARD

Safety/emergency implications: CULVERTS NOT FUNCTIONING CORRECTLY  
RESULT DITCH AND ROAD EROSION/HAZARD TO VEHICLE TRAFFIC

Proposed solution: REPLACE CULVERTS

Number of County Residents Affected: \_\_\_\_\_ Estimated Completion Date: 2026

One time Problem  Re-occurring Problem If re-occurring, how can this problem be resolved? \_\_\_\_\_

What is the size of the culvert or structure being replaced? BOTH ARE 60" x 40"

What is the size of the proposed new culvert or structure? BOTH WILL BE 60" x 46"

What, if any, engineering costs are anticipated? \_\_\_\_\_

Additional permitting may be required if the replacement is different than the original structure.

Total Project Cost: \_\_\_\_\_ Township Proposed Contribution: \_\_\_\_\_ Grant Requested: \_\_\_\_\_

Please Attach the Bid Proposal/ Estimate from contractor with this application.

Submitted By: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**B & E Rentals**  
 (605) 695-9706  
 West Hwy. 14 in Volga



# Estimate

Date	Estimate #
10/3/2025	30

Name / Address
VOLGA TOWNSHIP. ATTN:KIRK STEEGE 21150 461TS AVE VOLGA SD 57071

Project

Description	Qty	Cost	Total
462ND ST BETWEEN 213TH AVE AND 212TH AVE		0.00	0.00T
EXCAVATE AND REMOVE 4 CULVERTS AND INSTALL NEW	4	1,200.00	4,800.00T
60" X 46' CULVERT	4	7,590.99	30,363.96T
CRUSH CONCRETE	45	16.00	720.00T
DELIVERY OF CONCRETE	2	200.00	400.00T
CULVERT DISPOSAL	4	100.00	400.00T
GRADE WORK AFTER CULVERT INSTALL	4	100.00	400.00T
250 LB RIP RAP	100	52.50	5,250.00T
Sales Tax		0.00%	0.00
		<b>Total</b>	<b>\$42,333.96</b>

Customer Signature \_\_\_\_\_

RECEIVED OCT 23 2025

Resolution Approving Application(s) for  
Rural Access Infrastructure Funds

The Volga Township Board of Brookings County hereby approves the attached Rural Access Infrastructure Funding application and acknowledges that it complies with SDCL 31-34-7.

Approved this 21 day of October, 2025.

Paul Nelson

Township Chairperson

Jan Van Kester

Township Supervisor

D. 20

Township Supervisor

Attest:

[Signature]

Township Clerk

Township Contact: Paul Nelson

Phone Number: 605-690-2146

Email Address: nelsonpaul1969@gmail.com

Received by: Amy Jensen

Date: 10/23/25

\*\*Due by October 31<sup>st</sup>

### Small Structure Improvement Plan for Rural Access Infrastructure Grant

A 5 year structure improvement plan is due by August 31st of each year.  
The deadline for applications will be October 31st of each year.  
Grants to be awarded by January 15th, the following year

Date Applied 9/28/25

Township NOLGA Contact Person/ Title PAUL NELSON CHAIRMAN

Address/ City /State /Zip 46336 213<sup>th</sup> ST. NOLGA S.D. 57071

Telephone: 605-690-2146 Email nelsonpaul1969@gmail.com

Pursuant to 8-10-30, we have provided our townships annual report to the BROOKINGS County Auditor before the last day of March 20 25 and retained a copy in the records of the township clerk. YES / NO

The township is eligible for funds based upon the following criteria. Check all that apply.

Impose a Property Tax Levy of 50 cents per thousand 10-12-28.2 \_\_\_\_\_

Impose a tax levy opt out pursuant to 10-13-36 X Structure is on a full maintenance road X

Website for your map and Inventory list: sdtownships.com-- then -- map and inventory access click here

The follow requirements are attached on a separate sheet of paper. Check all that applying

A map showing the location of all small structures within the township X

A print out from the DOT database identifying structure location, width, length, condition, load posting X

The following list identifies the structures to be proposed for replacement over the next 5 years. As one cannot accurately plan for disasters, this list is subject to modifications as situations present itself.

YEAR 20 26

Structure ID 06-0794-1687 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26

Structure ID 06-0795-1688 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

①

YEAR 20 26

Structure ID 06-0795-1688 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 26

Structure ID 06-0795-1689 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2026

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 27

Structure ID 06-0896-1671 Location 463<sup>rd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2027

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 27

Structure ID 06-0896-1672 Location 463<sup>rd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2027

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 28

Structure ID 06-0793-1333 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2028

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

YEAR 20 28

Structure ID 06-0793-1334 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$20,000 Expected Completion Year 2028

If the structure has a load posting, the current posting is \_\_\_\_\_ . (only fill in if this applies)

(2)

YEAR 20 28

Structure ID 06-0793-1335 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$ 20,000 Expected Completion Year 2028

If the structure has a load posting, the current posting is \_\_\_\_\_ (only fill in if this applies)

YEAR 20 29

Structure ID 06-0796-1242 Location 462<sup>nd</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$ 20,000 Expected Completion Year 2029

If the structure has a load posting, the current posting is \_\_\_\_\_ (only fill in if this applies)

YEAR 20 30

Structure ID 06-1094-1572 Location 465<sup>th</sup> AVE

Type of project REPLACEMENT

Estimated Cost \$ 35,000 Expected Completion Year 2030

If the structure has a load posting, the current posting is \_\_\_\_\_ (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ (only fill in if this applies)

YEAR 20 \_\_\_\_\_

Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

If the structure has a load posting, the current posting is \_\_\_\_\_ (only fill in if this applies)

YEAR 20 \_\_\_\_\_

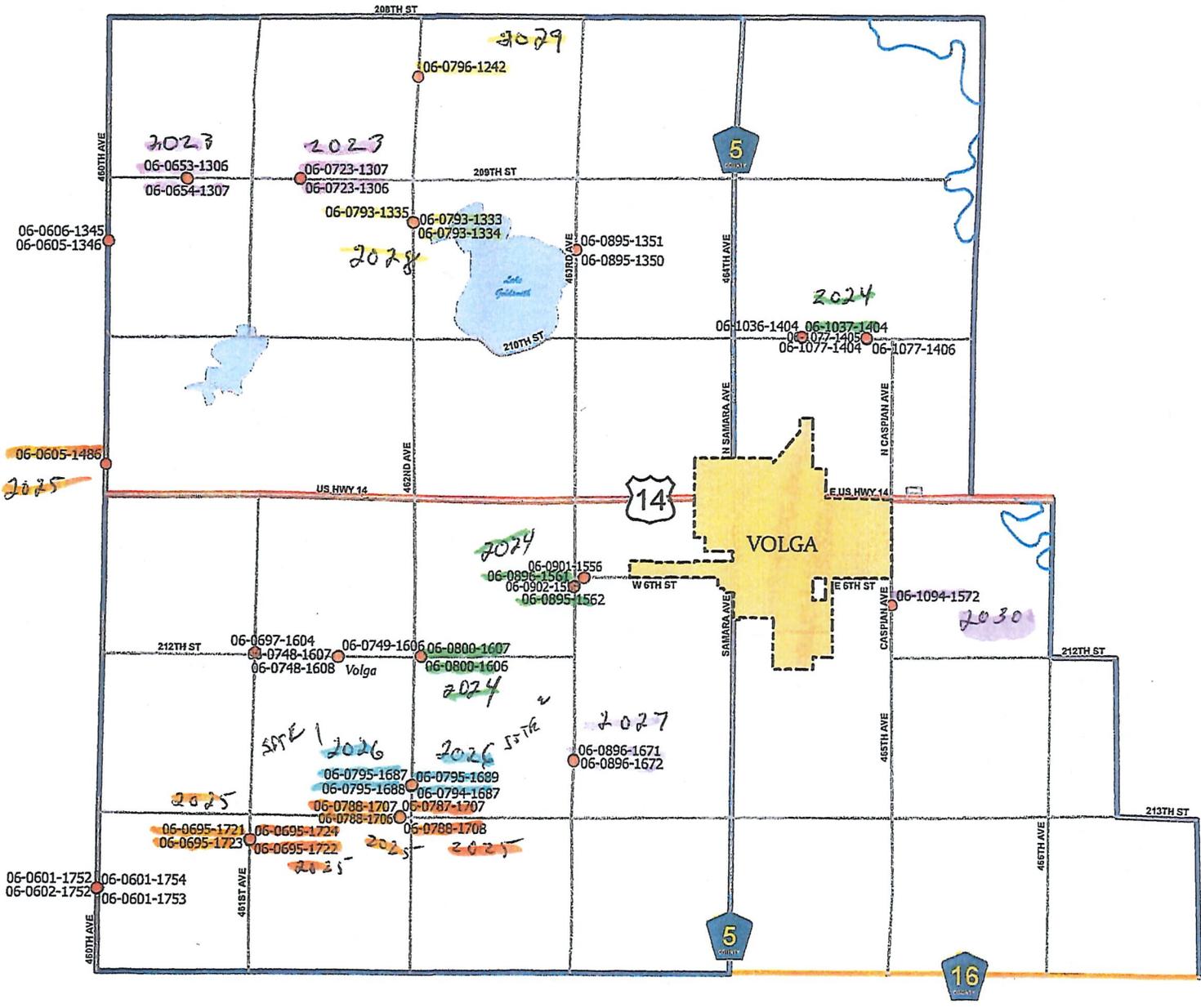
Structure ID \_\_\_\_\_ Location \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated Cost \_\_\_\_\_ Expected Completion Year \_\_\_\_\_

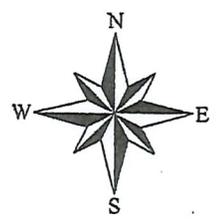
If the structure has a load posting, the current posting is \_\_\_\_\_ (only fill in if this applies)

3



**Volga Township Culverts**

- Volga Township
- Volga Culverts
- US Highways
- County Gravel
- County Paved
- Roads
- River
- City Limits





**POSITION TITLE** Temporary Election Worker  
**GRADE** Non-Graded  
**WAGE** \$18.06/hour  
**FLSA STATUS** Non Exempt  
**REPORTS TO** Brookings County Finance Officer and/or his or her designee (Election Supervisor)  
**POSITIONS AVAILABLE** April-June up to 40 hours a week (on average)-**4 positions**  
September- November up to 40 hours a week (on average) – **4 positions**  
**Hours/Days may vary but typically M-F 8:00 am – 5:00 pm**

### **DESCRIPTION OF WORK**

#### **General Statement of Duties**

Performs a variety of tasks to assist with the coordination of a county primary and/or general election.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assists residents in election procedures including voter registration, absentee voting, and the use of election equipment (including electronic voting machines).
- Assist in the preparation and distribution of election materials such as voter registration books, signs, equipment, supplies etc.
- Uses computer programs to look up and/or enter voter registration and absentee voting information.
- Will be required to work during the election.
- Assists with other duties as requested by the Finance Office.

### **QUALIFICATION FOR APPOINTMENT**

#### **Required Knowledge, Skills, and Abilities**

- Knowledge of modern office practices, procedures and equipment including computers, calculator, fax machine, copy machine, etc.
- Knowledge of record keeping and filing procedures.
- Ability to make mathematical computations rapidly and accurately.
- Ability to alphabetize proficiently in filing election materials.
- Ability to understand and follow both verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to display efficient use of time and proficient organizational skills with specific attention to detail.
- Willingness and ability to undertake such specialized training and/or education as may be needed to effectively perform duties and responsibilities as required.
- Ability to regularly lift up to 25 pounds and occasionally lift up to 50 lbs.
- Ability to stand for long periods of time assisting residents in election procedures.
- Ability to sit and/or stand for long periods of time.
- Ability to complete data entry tasks into a computer program.
- Ability to complete written forms as needed for election materials.

#### **Education**

- Must be 18 years of age.

#### **Experience**

- One year general office experience or related experience.

**OR**

Any equivalent combination of education and experience as is acceptable to the hiring authority.

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*Commission Chairperson*

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*Date*

PAYROLL NO#: 01 Brookings County

PAY CODES: Include: CELL

DATES: 12/01/2025 THRU 99/99/9999

EMP NO#	----- NAME -----	NO#	TIMES	PAID	HOURS	AMOUNT
01-0295	ANDERSON, JEFFERY G		1			75.00
01-1690	CHAPMAN, BEVERLY K		1			105.00
01-2500	GIEGLING, MICHAEL L		1			30.00
01-3300	HAUGEN, RICHARD L		1			45.00
01-3450	HILL, ROBERT W		1			105.00
01-4360	MAHER, RAE L		1			30.00
01-5910	SCHULTZ, LORI A		1			105.00
01-6275	STANWICK, MARTIN E		1			105.00
01-6298	STEFFENSEN, STACY P		1			105.00
01-7500	WITCHEY, KRISTEN L		1			75.00
01-8031	Brehmer, Jacob E		1			105.00
01-8065	Christensen, Matt		1			30.00
01-8095	Thornton, Tonia A		1			45.00
01-8097	Kriese, Jeremy		1			30.00
01-8116	Moser, Misty D		1			105.00
01-8188	Langstraat, Manuel J		1			75.00
01-8204	Plowman, Shawn R		1			105.00
01-8214	Jensen, Larry D		1			75.00
01-8220	Beller, Jennifer J		1			75.00
01-8244	Biteler, David D		1			105.00
01-8258	Squires, Reid H		1			30.00
01-8266	Bjordal, Suzanne M		1			75.00
01-8293	Larsen, Dane D		1			30.00
01-8321	Rue, Devlin M		1			30.00
01-8331	Heidemann, Terrance L		1			45.00
01-8340	Bublitz, David T		1			45.00
01-8341	Gustad, Brian D		1			105.00
01-8344	Nelson, Daniel C		1			105.00
01-8347	Mette, Eric W		1			75.00
01-8350	Cramer, Mandi L		1			75.00
01-8354	Sunderland, Cody J		1			75.00
01-8357	Erickson, Andrew		1			105.00
01-8391	Fee, Matthew D		1			30.00
01-8393	Rodriguez, Tara		1			30.00
01-8401	Chester, Thomas J		1			75.00
01-8449	Gabel, Kenneth L		1			30.00
01-8452	Wiles, Kirk A		1			30.00
01-8455	Miller, Randy L		1			45.00
01-8461	Oxner, Austin J		1			105.00
01-8467	DeJong, Darren J		1			30.00
01-8471	Thompson, Jack D		1			30.00
01-8473	Wilderson, Charles A		1			30.00
01-8481	Huber, Kim S		1			30.00
01-8485	Holder, Brendan W		1			30.00
01-8514	Hostler, Shawn M		1			75.00
01-8515	VanderWal, Kelly E		1			75.00
01-8523	Luke, Alexander D		1			30.00
01-8524	Reker, Donald J		1			45.00
01-8527	Pillar, Matthew R		1			45.00
01-8529	Almos, Jayden M		1			45.00

PAYROLL NO#: 01 Brookings County

PAY CODES: Include: CELL

DATES: 12/01/2025 THRU 99/99/9999

EMP NO#	NAME	NO#	TIMES PAID	HOURS	AMOUNT
01-8532	Hardin, Samuel L		1		30.00
01-8549	Erickson, David J		1		30.00
01-8582	Poppen, Darrion K		1		45.00
01-8588	Post, Doug D		1		75.00
01-8589	Miller, Dave W		1		75.00
01-8593	Salvati, Joseph R		1		105.00
01-8596	Wooldridge, Michael A		1		30.00
01-8608	Berke, DeAnna M		1		30.00
*** REPORT TOTALS ***				58	3,555.00

\*\*\* G/L ACCOUNT TOTALS \*\*\*

G/L ACCOUNT	ACCOUNT NAME	AMOUNT	HOURS
101 4-111-4280	UTILITIES/CELL PHONE	480.00	
101 4-143-4280	UTILITIES/CELL PHONES	180.00	
101 4-151-4280	CELL PHONES	285.00	
101 4-161-4285	CELL PHONES	105.00	
101 4-162-4280	CELL PHONES	225.00	
101 4-163-4280	CELL PHONES	105.00	
101 4-165-4280	CELL PHONES	45.00	
101 4-171-4280	UTILITIES/CELL PHONES	180.00	
101 4-172-4280	UTILITIES/CELL PHONE	75.00	
101 4-211-4110	SALARIES	135.00	
101 4-211-4280	UTILITIES/CELL PHONES	705.00	
101 4-212-4280	UTILITIES/CELL PHONES	300.00	
101 4-213-4280	CELL PHONES	30.00	
101 4-528-4280	UTILITIES/CELL PHONES	150.00	
101 4-615-4280	TELEPHONE/CELL PHONES	105.00	
101 4-711-4280	CELL PHONES	101.25	
*** FUND 101 TOTALS ***		3,206.25	
201 4-311-4280	UTILITIES / CELL PHONES	270.00	
*** FUND 201 TOTALS ***		270.00	
226 4-222-4280	CELL PHONES	78.75	
*** FUND 226 TOTALS ***		78.75	
*** GRAND TOTALS ***		3,555.00	

## **Brookings County Media Relations Policy**

### **Purpose**

The purpose of this policy is to ensure accurate, consistent, and legally appropriate communication between Brookings County government personnel and the media, while respecting the authority of elected and appointed officials and safeguarding the County's legal interests.

### **General Policy**

Brookings County recognizes the importance of open communication with the public and the media. Designated County officials are authorized to speak to the media regarding matters within their respective areas of responsibility, subject to the limitations outlined in this policy.

### **Authorized Spokespersons**

#### **1. Elected Department Heads**

Brookings County's elected department heads are authorized to speak to the media regarding matters related to their respective departments, programs, operations, and services.

#### **2. Appointed Department Heads**

Appointed department heads are authorized to speak to the media regarding matters related to their respective departments, programs, operations, and services, consistent with Brookings County policies and procedures.

#### **3. Scope of Authority**

Authorized spokespersons may provide factual information, explain department functions, and respond to routine media inquiries within their areas of responsibility.

### **Matters Requiring Referral**

Notwithstanding the above, **media inquiries involving legal matters or legal concerns must be referred to the State's Attorney.** This includes, but is not limited to:

- Pending or threatened litigation
- Legal claims, lawsuits, or settlements
- Criminal investigations or prosecutions
- Matters involving legal liability or statutory interpretation

- Any issue where legal advice or interpretation is required

Department heads and staff shall not provide legal opinions or commentary on such matters and shall direct media inquiries to the State's Attorney's Office.

**Coordination and Consistency**

When appropriate, department heads are encouraged to coordinate with Brookings County administration and the State's Attorney to ensure accurate, consistent, and timely communication, particularly on matters of countywide significance.

**Employees**

Brookings County employees who are not designated spokespersons shall refer all media inquiries to their department head or appropriate authorized official.

**Compliance**

Failure to comply with this policy may result in corrective action in accordance with applicable Brookings County policies and procedures.

Adopted this \_\_\_\_\_ day of January 2026.

\_\_\_\_\_

\_\_\_\_\_

Chairperson, Brookings County Commission

## **Exempt Employee Compensation Policy in 27-Pay-Period Years**

### **Purpose**

To establish a consistent and equitable method for compensating exempt (salaried) employees in calendar years that contain 27 biweekly pay periods, ensuring employees receive their full annual salary while maintaining fiscal integrity and payroll accuracy.

### **Scope**

This policy applies to all exempt (salaried) county employees paid on a biweekly payroll schedule.

### **Background**

The County operates on a biweekly payroll system, which typically results in 26 pay periods per calendar year. However, due to the structure of the calendar, a 27th pay period may occur in certain years. Generally, this occurs every 11 years.

### **Policy Statement**

In any calendar year that includes 27 biweekly pay periods, the annual salaries of exempt employees shall be distributed evenly across 27 pay periods, rather than 26, so that employees receive their full approved annual salary, with no increase or decrease in total compensation.

### **Procedures**

#### **1. Salary Calculation**

- During a 27-pay-period year, each exempt employee's annual salary will be divided by 27 to determine the biweekly pay amount for that year.
- In standard years, salaries will continue to be divided by 26.

#### **2. Implementation Timing**

- Payroll adjustments will take effect at the beginning of the calendar year in which the 27th pay period occurs.
- The adjusted biweekly rate will remain in effect for the entire calendar year.

#### **3. No Change to Annual Salary**

- This adjustment does **not** change an employee's approved annual salary, pay grade, or exempt status.

- The adjustment solely affects the distribution of pay across the number of pay periods in the year.

#### 4. **Communication**

- Human Resources and the Payroll personnel in the Finance Office will provide advance notice to affected employees prior to the beginning of a 27-pay-period year.

#### **Compliance**

This policy complies with applicable federal and state wage and hour laws governing exempt employees. Because exempt employees are compensated on a salary basis, adjusting the pay distribution across pay periods does not affect exempt status.

#### **Administration**

The Human Resources Department, in coordination with Payroll, is responsible for administering and enforcing this policy.

#### **Effective Date**

This policy is effective upon adoption and shall apply to all future calendar years containing 27 biweekly pay periods. *However, due to timing, salaried employees were given the option to do either 26 or 27 pay periods in 2026 only.*

Adopted this \_\_\_\_\_ day of January 2026.

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Chairperson, Brookings County Commission

## 2026 BOARD APPOINTMENTS

2025	2026	COMMITTEE/BOARD/DEPARTMENT
Hostler	_____	BCOAC Advisory Board (monthly)
Jensen	_____	BCOAC Advisory Board
Miller	_____	Brookings Area Transit Authority (BATA) (quarterly)
Miller	_____	Brookings County Regional Railroad Authority (as needed)
Post	_____	Brookings County Regional Railroad Authority
Hostler	_____	Brookings Economic Development Corporation (monthly)
Miller	_____	Brookings Economic Development Corp - Alternate
Post	_____	Brookings County Extension Board (quarterly)
Hostler	_____	Domestic Abuse Shelter
Miller	_____	Brookings Behavioral Health & Wellness Board
Jensen	_____	East Central Regional Communications Council – <i>(Chair)</i> (quarterly)
VanderWal	_____	East Central Regional Communications Council – <i>(Vice-Chair)</i>
VanderWal	_____	First District Association of Local Governments (quarterly)
Hostler	_____	Growth Partnership Board (quarterly)
Miller	_____	Hospital Board – Ex-Officio (monthly)
Post	_____	Housing & Redevelopment Commission (quarterly)
Post	_____	Inter-Lakes Community Action – Governing Board (bi-monthly)
Hostler	_____	Joint Powers Board (quarterly)
Steffensen	_____	Joint Powers Board
Jensen	_____	Intergovernmental Meeting Group (quarterly)
VanderWal	_____	Intergovernmental Meeting Group
Jensen	_____	Local Emergency Planning Committee (LEPC) <i>(Chair)</i> (quarterly)
VanderWal	_____	Planning & Zoning Board Member (monthly)
Post	_____	Planning & Zoning Board – Alternate
Hostler	_____	Public Affairs Committee (monthly)
Post	_____	Weed & Pest Board Member (quarterly)
Hostler	_____	Youth & Family Services – Advisory Board for JDC (as needed)
Hostler	_____	Juvenile Detention Alternatives Initiative (JDAI) (quarterly)

Jensen	_____	Medary Township Drainage
Post	_____	Medary Township Drainage
Jensen	_____	Samara Avenue Project
VanderWal	_____	Samara Avenue Project
Jensen	_____	214 <sup>th</sup> Street Project
VanderWal	_____	214 <sup>th</sup> Street Project
David Erickson	_____	County Coroner
Sheriff Stanwick	_____	Deputy County Coroner
All Deputies	_____	Deputy County Coroners
Gustad	_____	Highway Superintendent – 2-year appointment (SDCL 31-11-1) *Expires in 2025

**DEPARTMENT LIAISONS**

Hostler	_____	BCOAC ( <i>BCOAC Advisory Board Member</i> )
Post	_____	Community Health
Jensen	_____	Emergency Management ( <i>Chair</i> )
VanderWal	_____	Equalization
Post	_____	Extension ( <i>Extension Board Member</i> )
Miller	_____	Finance Office
Jensen	_____	Highway
Miller	_____	Register of Deeds
Hostler	_____	Sheriff/Detention Center
Hostler	_____	State’s Attorney/Courthouse/Human Services
Post	_____	Weed & Pest ( <i>Weed &amp; Pest Board Member</i> )
VanderWal	_____	Zoning/Drainage ( <i>Planning &amp; Zoning Commission appointee</i> )



Stacy Steffensen, Commission Department Director

Brookings County

520 3<sup>rd</sup> St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

## **STAFF REPORT:**

### **Regular Business:**

- First Reading – Ordinance 2026-01: Deputy County Development Director Richard Haugen provided a staff report. The second reading and public hearing will be Tuesday, January 20<sup>th</sup> at 9:00 AM.
- Resolution – Election Worker Pay: This resolution sets the pay for vote center election workers that work at the primary and general voting locations on election day.
- Resolution – Vote Center Location: This resolution sets the vote center locations for the 2026 primary and general elections.
- Resolution – Meeting Pay & Per Diem: This resolution sets the pay for the Weed, Zoning and Extension Boards, as well as indicates that the county follows current state rates for milage and per diem.
- Resolution – Hours of Operation: This resolution updates the hours for the weed department.
- Abatement: There is one abatement that is recommended for approval by both Equalization Director Jacob Brehmer and Finance Officer Lori Schultz.
- Jail Contracts: There are two jail contracts, with Beadle and Robert Counties. These are two additional sites that could house juveniles, if needed.
- Election Agreement: Finance Officer Lori Schultz would like to approve this contract on the county side so it can be passed on to the city and school for their approval.
- Banner Contracts: There are three design and bidding service contracts with Banner Associates for bridge projects. Colin Zwaschka discussed these at the last meeting.
- Rural Access Infrastructure Projects: These are the following projects that were submitted for RAIF funding in 2026.
  - Highway Superintendent Brian Gustad has reviewed all of the projects and is recommending approval of all of them with no changes needed.
- Vacancy Request: This request is for the Finance Office to hire up to four temporary election workers to assist with absentee voting prior to the primary and general elections in 2026.
- Cell Reimbursement List: This is the list of employees receiving a cellular reimbursement and needs to be approved annually.
- Media Relations Policy: When Safety Benefits did our recent on-site loss control survey, they requested that Brookings County establish a media relations policy. This has been reviewed by States Attorney Dan Nelson.
- 27-Pay Period Policy: As was noted at the last meeting, 2026 will have 27 pay periods. Due to timing and working with both HR and payroll, exempt staff were given the option of either being paid over 26 or 27 pay periods in 2026. However, when this happens again in the future (approximately every 11 years), this policy would establish that exempt staff be paid over 27 pay periods. This has been reviewed by States Attorney Dan Nelson.
- Board Appointments: This is done annually at the first meeting of each year to establish commissioner appointments, and board liaisons to departments.

### Director's Report

- The Strategic Plan is part of my report for your review. As I stated in my annual review, I believe this document could use a concentrated review. This could be something the commissioners do in a work session setting or I could develop an internal committee to review it that would include two commissioners and staff.
- The commission received an invitation for the Volga Fire Department County Feed on Monday, January 12<sup>th</sup> at 5:30 PM.
- The commission received an invitation for the PowerOn Midwest Open House. The Brookings location is Wednesday, January 14<sup>th</sup> from 4:00 – 6:00 PM at the Brookings Inn & Convention Center.
- The board received a thank you note from the Brookings Public Library for reinstating funding in 2026.
- Colin Zwaschka provided Bridge Improvement Grant (BIG) program information. I've included the report with my staff report.
- We also received a copy of the SD GF&P's Annual Wildlife Damage Program report. This is in my office if you would like to review it.

### Public Notices

- a. January 1, Thursday – Offices closed in honor of the New Year's Day holiday.
- b. January 12, Monday – Volga Fire Department County Feed, 5:30 PM, Volga Fire Hall
- c. January 14, Wednesday – PowerOn Midwest Open House, 4:00 – 6:00 PM, Brookings Inn & Convention Center
- d. January 21, Wednesday – Brookings Day at the Capitol, Pierre
- e. February 16, Monday – Offices closed in honor of the President's Day holiday.
- f. February 26, Thursday – Towns & Townships Meeting, 10:00 AM, BCOAC



Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota

Volga Fire Dept.  
P.O. Box 48  
Volga, SD 57071



## Volga Fire Department – County Feed

The Volga Fire Department would like to invite you to our county feed:

**Date:** Monday, January 12<sup>th</sup>, 2026

**Social starts:** 5:30 pm

**Dinner starts:** 6:30 pm

Gun raffle tickets will be available at the door, while supplies last. The drawing will be held after supper.

Thanks for your Support!

# Save the date

## Tomorrow's reliability starts today

We're planning the next phase of our transmission system to deliver reliable, low-cost electricity for decades to come.

PowerOn Midwest is a series of proposed new transmission projects that will deliver reliable electricity for customers, meet growing demand, and connect to a cost-effective and increasingly diverse energy system.

← **OPEN HOUSE INFORMATION**



PowerOn Midwest c/o HDR  
Attn: Natalie Loy  
1601 Utica Ave S Suite 600  
St. Louis Park, MN 55416

PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
TWIN CITIES MN  
PERMIT NO. 3580



Stacy Steffensen  
Or Current Resident  
520 3rd St  
Brookings SD 57006-2023

001751 T-7 P-5

## Open House Information



### Tuesday, January 13

10 a.m. - 12 p.m.

Big Stone City Community Center  
400 Washington St Ste 102  
Big Stone City, SD 57216

4 p.m. - 6 p.m.

Speedway Grill & Event Center  
221 E 3rd Ave  
Millbank, SD 57252

### Wednesday, January 14

10 a.m. - 12 p.m.

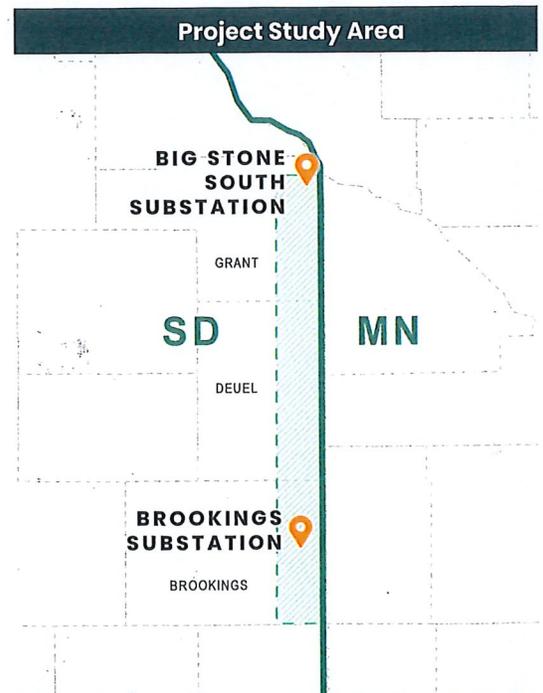
Clear Lake Community Center  
218 3rd Ave S  
Clear Lake, SD 57226

4 p.m. - 6 p.m.

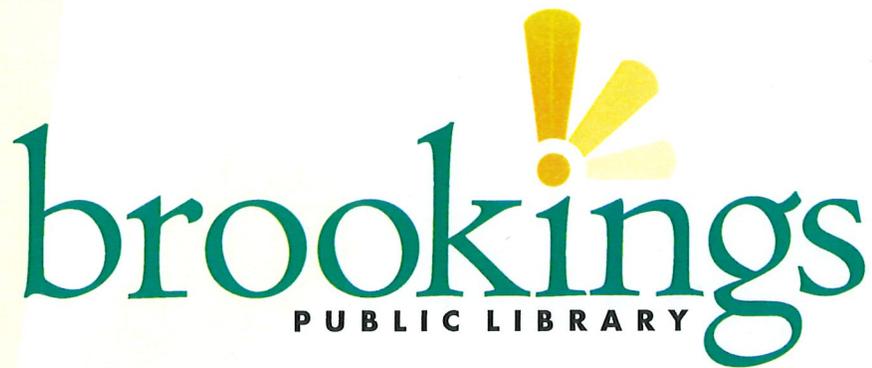
Brookings Inn & Convention Center  
2500 6th St  
Brookings, SD 57006

### Self-Guided Virtual Open House

At your convenience Tuesday, January 13 - Tuesday, February 3  
[PowerOnMidwest.com/SouthDakota](http://PowerOnMidwest.com/SouthDakota)



Contact us [PowerOnMidwest.com](http://PowerOnMidwest.com) 877-869-2087 [SouthDakota@PowerOnMidwest.com](mailto:SouthDakota@PowerOnMidwest.com)



# brookings

PUBLIC LIBRARY

BRING YOUR DREAMS.

Brookings County Commission -  
Thank you for re-instating  
the \$25,000 funding for the  
Brookings Public Library

Jenine Hill

Ashia Lusty  
Mark Buckley  
Bentley Snow

# BRIDGE IMPROVEMENT GRANT (BIG) PROGRAM



- The Bridge Improvement Grant (BIG) provides \$15M in annual matching grant funds for Preliminary Engineering (PE), Preservation, Rehabilitation, and Replacement of bridges over 20 feet in length on local roads
- Funds are administered through the South Dakota Department of Transportation (SDDOT), Office of Local Government Assistance (LGA)
- Minimum local match is 20% of project costs

## GRANT TYPES

### PRELIMINARY ENGINEERING (PE) BIG

- Includes survey, hydraulic analysis, bridge replacement options, hydraulic design report and bridge replacement cost estimates
- Can be funded locally

### PRESERVATION BIG

- The project is expected to extend the life of the bridge by at least ten years
- Typically bridge deck overlays or deck replacements
- May include minor bridge repairs and modifications to improve durability and roadside safety
- Certain bridge components must be in "Fair" or "Good" condition, other conditions apply

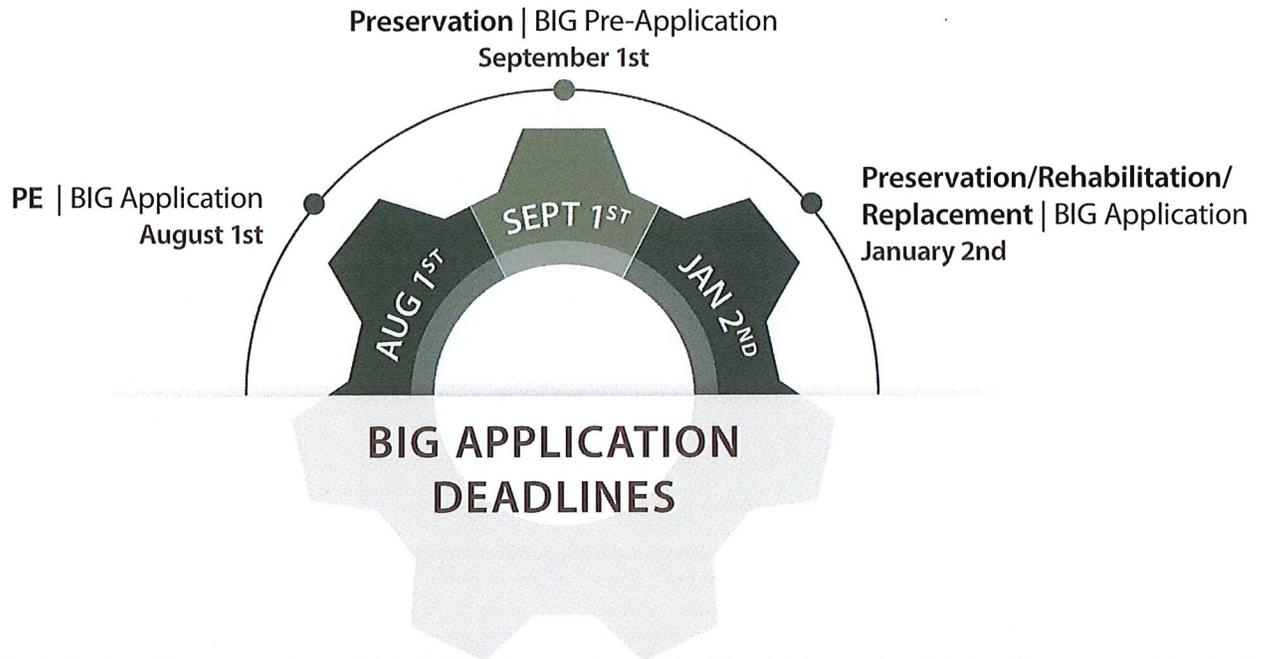
### REHABILITATION & REPLACEMENT BIG

- Preliminary Engineering (PE) required to be eligible for replacement
- Bridge must be in "Poor" condition
- Design and plans - Can be funded locally (Bid-Review Ready)
- Bridge Replacement
- Bridge Rehabilitation

## BIG ELIGIBILITY

- Bridge must be listed on the County's SDDOT approved five-year plan
- County must have a wheel tax (does not apply to cities)
- Bridge must be over 20 feet in length, must serve multiple residences, and must be located on a full-maintenance road
- Must be able to provide bridge maintenance records

# Bridge Improvement Grant (BIG) Program



## SCORING

Merit based scoring is used to evaluate grant applications | Scoring is based on a 100-point scale (Prorated to 90 points for Cities)

### BRIDGE CONDITION - 50 points maximum



- Posted – 28 points maximum
- Condition – 12 points maximum
- Fracture Critical – 5 points maximum
- Scour Critical – 5 points maximum

### USER IMPACT - 20 points maximum



- Traffic volume and detour length

### LOCAL PLANNING - 30 points maximum for Counties ( 20 points maximum for Cities)



- Wheel Tax – 10 points maximum (does not apply to Cities)
- Bid-Review Ready – 10 points maximum
- Increase Local Match – 10 points maximum

## DISTRIBUTION

### PRELIMINARY ENGINEERING (PE) BIG

- PE grants are funded first, typically \$ 1M to \$ 1.5M, depending on number of applications

### PRESERVATION BIG

- Preservation grants are typically prioritized over replacement grants, but are not guaranteed

### REHABILITATION & REPLACEMENT BIG

- Rehabilitation and Replacement grants are funded with the remaining grant funds - approximately \$13.5 M to \$14 M





## SOUTH DAKOTA DEPARTMENT GAME, FISH AND PARKS

4500 SOUTH OXBOW | SIOUX FALLS, SD

December 19, 2025

Dear County Commissioners:

Please find enclosed a copy of the Department of Game, Fish and Parks (GFP) *2025 Annual Wildlife Damage Program Report* for your review. I would ask that you review the letter from GFP Secretary Kevin Robling on the inside front cover of this report which outlines the important program services that are provided to ag producers across the state. If you have any questions about this report or would like a Wildlife Damage Specialist and/or their supervisor to appear at one of your future County Commission meetings to provide additional information on our wildlife damage management program services, please feel free to contact me and we'll make arrangements to have someone attend one of your meetings.

Since 1974, all counties in South Dakota have played an important role in providing funding to the state Animal Damage Control Fund (ADC Fund) via the provisions of SDCL 40-36-11 (see text attached to this letter). Under this statute, all South Dakota counties provide funding for this important landowner assistance program based upon a formula using the numbers of sheep and livestock found in that county through the USDA National Ag Statistics Service 'Census of Agriculture'. The original law setting up this program provided for a 1:1 match where \$1 in county funds was matched by \$1 in GFP hunting license revenue funds. Since 1999, however, GFP has matched the county funds at a 2 to 1 ratio. In 2013, the SD Legislature enacted legislation that added an additional \$1 surcharge for most hunting licenses sold and those dollars were also directed to the ADC Fund. Finally, USDA APHIS Wildlife Services, another important partner, provides federal aerial predator control operational services under a memorandum of understanding to help GFP further assist livestock producers across South Dakota.

As you can see, this important program utilizes a variety of partner funding sources in order to aid livestock producers in protecting their livestock from predator losses. These dollars are critical in helping to ensure livestock producer losses are kept to a minimum each year.

If you'd like more information or would like someone from our staff to appear at an upcoming county commission meeting, don't hesitate to give me a call at 605.362.2700. Thank you for your support!

Sincerely,

Brad Baumgartner, Regional Wildlife/Wildlife Damage Program Supervisor



## SOUTH DAKOTA DEPARTMENT GAME, FISH AND PARKS

4500 SOUTH OXBOW | SIOUX FALLS, SD

SD Department of Game, Fish and Parks  
Brad.Baumgartner@state.sd.us

### **SDCL 40-36-11 County appropriations to animal damage control fund--Certification of amounts--State matching funds.**

Each county shall annually appropriate a sum equal to an assessment on all cattle and sheep based on the most current United States Department of Commerce census of agriculture, and the money shall be remitted to the state treasurer for deposit in the state animal damage control fund. Each county shall be assessed at a rate of twenty-five cents per head for all sheep and six cents per head for all cattle. The Department of Game, Fish and Parks shall certify, to each county auditor, the amount to be appropriated. The state animal damage control fund shall be matched two dollars for every one dollar of county appropriation by funds of the Department of Game, Fish and Parks to carry out the provisions of this chapter.

**Source:** SDC 1939, § 25.1101; SL 1943, ch 42, § 5; SL 1945, ch 36, § 3; SL 1963, ch 142; SL 1966, ch 72; SL 1978, ch 72, § 6; SL 1983, ch 292, § 12; SL 1984, ch 273, § 37; SL 1990, ch 329, §§ 1, 2; SL 1999, ch 210, § 14.

# **BROOKINGS COUNTY STRATEGIC PLAN**

## **VISION STATEMENT:**

Meeting today's needs and preparing for tomorrow's challenges in Brookings County.

## **MISSION STATEMENT:**

To provide efficient, quality customer service, fiscally responsible public policies, and strategic future planning to enhance the quality of life of all Brookings County citizens.

## **PRINCIPLES & VALUES WE WILL FOLLOW IN ACHIEVING OUR MISSION:**

Integrity – be honest and have strong moral and ethical standards

Respect – hold one another in high regard

Empowerment – give others the necessary authority and responsibility, be accountable

Excellence – carry out the work of the county with professionalism and high standards

Teamwork – work together to build strong communities and maximize resources

Service – commitment to family, community, state and nation

## **GOALS & OBJECTIVES:**

**GOAL 1:** To provide quality county infrastructure, equipment and technology.

Objective 1: Develop and implement a short-range (1-5 year) capital improvement/purchase plan for each department as part of the budgeting process each year using a priority list based on current conditions. This will include:

- i. Facilities
- ii. Equipment
- iii. Technology
- iv. Vehicles
- v. Roads
- vi. Bridges
- vii. Other

Objective 2: Develop and implement a long-range (5-10 year) capital improvement/purchase plan for each department as part of the budgeting process each year using a priority list based on current conditions. This will include:

- i. Facilities
- ii. Equipment
- iii. Technology
- iv. Vehicles
- v. Roads
- vi. Bridges
- vii. Other

Objective 3: Approve the 5-Year Highway Road and Bridge Improvement Plan on an annual basis, taking the Master Transportation Plan into consideration, and implement any recommended changes.

Objective 4: To provide safe and convenient access across Brookings County, to include no posted bridges on any county roads.

GOAL 2: Staff county government with a competent, well-trained, efficient work force.

Objective 1: Provide training opportunities for all county employees.

- i. Job Training
  - a. Mandatory
  - b. Non-Mandatory
- ii. Safety Training
  - a. Mandatory
  - b. Non-Mandatory

Objective 2: Review the salary study conducted by the First District Association of Local Governments when it is complete (approximately every two years). Research staffing and wage information of comparable counties on a case by case basis when needed for individual county positions.

Objective 3: Review the employee handbook on an annual basis, implement recommended changes, and follow the procedures set forth.

Objective 4: Evaluate employees on an annual basis and implement work-improvement plans where necessary.

- i. Appointed Department Heads will have annual reviews by October 31<sup>st</sup> of each year.
- ii. Department Heads will provide annual performance reviews for their employees on their anniversary dates.

Objective 5: Provide exceptional customer service for Brookings County citizens.

- i. Seek and encourage citizen input and feedback while informing and educating citizens about the county's obligations and services.
- ii. Respond to citizens' requests in a respectful, timely manner.
- iii. Continue to enhance and expand the county's website, the use of e-alerts, text alerts and other interactive communication tools with Brookings County citizens.

GOAL 3: Provide quality public safety for all Brookings County citizens.

Objective 1: Develop and update a responsive, countywide Emergency Management/Disaster Plan by March 31<sup>st</sup> of each year.

- i. Local Emergency Operations Plan (LEOP) – *(Currently being revised in 2024)*
- ii. Hazardous Materials (HAZMAT) Plan
- iii. Emergency Management State and Local Agreement between the State of South Dakota and Brookings County (SLA)
- iv. Pre-Disaster Mitigation Plan (PDM), reviewed every 5 years – *(Currently under revision in 2024)*

Objective 2: Provide adequate funding and resources for law enforcement and the State's Attorney.

- i. By April 30<sup>th</sup>, the State's Attorney will provide an annual report for the previous years' activities.
- ii. By April 30<sup>th</sup>, the Sheriff will provide an annual report for the previous years' activities.
- iii. By April 30<sup>th</sup>, the Detention Center will provide an annual report for the previous years' activities.

GOAL 4: Create a visionary, long-term plan for county growth.

Objective 1: Develop and implement ordinances that reflect the 2016 Comprehensive Plan. *(County Zoning Ordinance currently being updated)*

Objective 2: Schedule and host a minimum of one annual meeting between county agencies and resources, to include the municipalities and school districts in Brookings County. Continue to attend the quarterly intergovernmental meetings hosted by the Mayor of Brookings, the annual Brookings Chamber of Commerce Intergovernmental Meeting and the annual Towns and Townships Meeting.

Objective 3: Provide a long-term plan and funding for a vibrant 4-H program.

Objective 4: Provide a long-term plan, funding and programming for a vibrant Brookings County Outdoor Adventure Center facility.

GOAL 5: Transparency in Government

Objective 1: Allow for ease of access to public information for all county citizens.

Objective 2: The Register of Deeds, Equalization, Commission, County Development, Highway, Weed & Pest, and Brookings County Outdoor Adventure Center will provide annual reports of previous years' activities by April 30<sup>th</sup> of each year.

GOAL 6: To continue to be good stewards of Brookings County taxpayer resources.

Objective 1: Conduct an annual review of the County's Strategic Plan in February of each year and review the plan for progress in August of each year.

Objective 2: Provide a balanced budget in accordance with state statutes each year.

Objective 3: Review the process on collecting county liens.

Objective 4: Department Heads will research and identify federal and state grants to meet needs within their departments.

GOAL 7: The Commission Department, with the assistance of all Department Heads, will create a work plan to carry out the goals and objectives of the Strategic Plan each year.



**DEPARTMENT of AGRICULTURE  
and NATURAL RESOURCES**

JOE FOSS BUILDING  
523 E CAPITOL AVE  
PIERRE SD 57501-3182  
danr.sd.gov

December 23, 2025

*BROOKINGS COUNTY COMMISSION CHAIR  
520 3RD STREET SUITE 210  
BROOKINGS, SD 57006*

Dear *CHAIR*:

The week of December 29, 2025, the enclosed public notice will appear in the ten daily South Dakota newspapers. The proposed Air Quality general permit is for concrete plants operating throughout the State of South Dakota.

State law requires the Department of Agriculture and Natural Resources to notify every municipality, county, and Indian tribe upon public noticing an Air Quality general permit. This notice is required to ensure that the local governmental entities affected by the general permit are given an opportunity to comment. By doing so, the department will be aware of any questions, concerns, comments, or support that your governmental agency has regarding these permits.

Any person wishing to submit comments must do so in writing. The department must receive all comments at the above address by January 31, 2026.

Questions regarding the proposed air quality general permits may be directed to Teresa Williams at (605) 773-2278.

Sincerely,

*Teresa Williams*

Teresa Williams  
Program Assistant I  
Air Quality Program

Enclosure:

## NOTICE OF GENERAL AIR QUALITY OPERATING PERMIT FOR CONCRETE PLANTS OPERATING IN SOUTH DAKOTA

The South Dakota Department of Agriculture and Natural Resources (DANR) is proposing to renew four general air quality permits for concrete plants operating throughout the State of South Dakota. The permits will cover both stationary and portable concrete plants with potential emissions less than 100 tons per year. These permits will replace the previous general permits for concrete plants DANR issued on February 8, 2021.

The proposed general permits identify who may seek coverage under the permit, the general permit requirements, air pollution limits, compliance responsibilities, record keeping and reporting requirements, as well as performance test procedures. Issuing these general permits for concrete plants is another attempt by DANR to streamline environmental permitting in South Dakota and to provide better service to all our customers. These general permits will be effective for five years.

Prior to obtaining coverage under the general air quality permit, the applicant must submit a Notice of Intent form to the department. The Notice of Intent form requires the applicant to describe the operations, equipment, and location that will be covered under this permit. The department will review the information contained in the Notice of Intent to determine if the applicant qualifies for coverage under the general permit and is capable of complying with the general permit. If the applicant qualifies and can meet the requirements, coverage under the general air quality permit will be authorized to the applicant.

In accordance with the Administrative Rules of South Dakota (ARSD) 74:36:04:12, any person desiring to comment on DANR's draft permit must submit written comments to the address below within thirty days of this public notice. Comments may be directed to the following mailing address: Teresa Williams; PMB 2020; Department of Agriculture and Natural Resources; 523 East Capitol; Pierre, South Dakota 57501. DANR will consider and address all comments submitted and issue a final permit decision pursuant to ARSD 74:36:04:12.01. DANR will notify the applicant and each person that submitted written comments or requested notice of DANR's final permit decision, including notification of any changes to the permit based on the comments.

Any person desiring to contest the issuance of this permit and have a contested case hearing must file a petition, which complies with ARSD 74:09:20:14. This petition must be filed either within thirty days of this public notice or, if that person submits comments on DANR's draft permit pursuant to the paragraph above, within thirty days of receiving notice of DANR's final permit decision. Upon receipt of a petition, DANR will schedule this matter for a contested case hearing before the Board of Minerals and Environment.

If no comments or objections are received within thirty days of this public notice, the draft permit becomes the final permit decision and the proposed permit will be issued.

Copies of DANR's draft permit conditions and other information may be obtained from Teresa Williams, at the above address or telephone at (605) 773-3151 or from DANR's website at:

<http://danr.sd.gov/public/>



Hunter Roberts, Secretary  
Department of Agriculture and Natural Resources



**DEPARTMENT of AGRICULTURE  
and NATURAL RESOURCES**

JOE FOSS BUILDING  
523 E CAPITOL AVE  
PIERRE SD 57501-3182  
danr.sd.gov

December 15, 2025

Frido Verpaalen  
Old Tree Farms, LLC  
46318 214th Street  
Volga, SD 57071-6346

RE: Old Tree Farms, LLC Manure Management System  
Amended Certificate of Compliance and Permit Coverage

Dear Mr. Verpaalen:

As you are aware, the department issues a Certificate of Compliance for manure management systems that have had plans and specifications approved and are constructed as designed. We have received a Notice of Completion for the calf barn and are issuing you an amended Certificate of Compliance.

The amended Certificate of Compliance is for a 1,625-head mature dairy cattle and 1,070-head dairy heifer/calf operation with 5.33 acres of drainage area. The certificate shall remain in place until such time you change or expand your operation. Should you decide to change or expand your operation, you need to obtain approval of plans and specifications for any alterations or modifications to your manure management system. The plans and specifications have to be approved by this department prior to construction. Failure to do so will invalidate this certificate.

Also, you have completed the requirements to obtain state permit coverage for your operation including the calf barn under the 2017 *General Water Pollution Control Permit for Concentrated Animal Feeding Operations* (general permit), **permit number SDG-100006**. I am conditionally granting coverage for the calf barn under this permit. Please refer to this permit number in any future permit correspondence. You are required to operate in compliance with the terms and conditions of this permit.

### **Construction Inspection**

The amended Certificate of Compliance and updated permit coverage are conditional upon the department conducting a satisfactory construction inspection of the calf barn.

Buffer zones are required around land application areas. Please review the buffer zone requirements on the land application maps included with the nutrient management plan in Appendix D of the enclosed permit prior to land applying manure.

Your amended Certificate of Compliance should be placed inside the General Permit Records Handbook the department previously provided you. This handbook was developed to assist you in

Frido Verpaalen  
Old Tree Farms, LLC  
December 15, 2025  
Page 2 of 2

meeting the requirements of the general permit. Using this book will help you manage the documents and paperwork that you will need to complete and retain while operating your animal feeding operation. The book contains forms that you can use to comply with the permit's requirements and is organized to give you a place to put other required information like soil and manure testing lab report forms. You are required to keep all records for a minimum of five years. It is not mandatory that you use this handbook; however, it will assist you in organizing and maintaining the records that you are required to keep by the general permit.

**You cannot populate the proposed freestall barn or use the proposed stacking pad addition to store manure until an amended Certificate of Compliance is issued and updated coverage under the 2017 state general permit is granted. The department will issue an amended Certificate of Compliance and grant updated coverage under the 2017 state general permit after the Notice of Completion has been received and a satisfactory construction inspection has been conducted.**

We would like to thank you for your cooperation in ensuring protection of our natural resources. The department encourages you to remain in compliance by properly operating and maintaining your system.

Sincerely,

  
Troy M. Roth, PE, Administrator  
Livestock Services Program  
Phone: (605) 773-4647

cc: Stephen K. Westerbuhr, Settje Agri-Services & Engineering (email)  
Luke Muller, F.D.A.L.G., Watertown, SD (email)  
Brookings County Commissioners  
Gene Stegeman, SD DANR (email)