



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

1. 8:30 AM Call to Order on Tuesday, February 17, 2026

2. Pledge of Allegiance

3. Approval of Agenda

Action: Motion to Approve, Request Comments, Voice Vote

4. 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.

5. Consent Agenda Items

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

A. Minutes

Documents:

[02-03-2026 County Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 02172026.pdf](#)

D. Cellular Authorizations

Documents:

[Cellular Auth - Baker_Redacted.pdf](#)

E. Human Services Report

Documents:

6. Routine Business

A. Approval of Claims

Action: Motion to Approve, Comments, Roll Call

Documents:

[2.17.26 claims.pdf](#)
[2.17.26 special claim.pdf](#)
[2.5.26 DEPT OF REV.pdf](#)

B. Department Head Reports

i. Weed & Pest Department

Documents:

[Weed Pest Report.pdf](#)

ii. County Development Department

Documents:

[County Dev Report.pdf](#)
[Planning Zoning Report.pdf](#)

C. Finance Officer's Report

Documents:

[Finance Officer Report.pdf](#)

i. Be it Noted Items:

Action: Note Items for Minutes

a. Auditor's Account with the Treasurer

b. Payroll & Additive Totals

c. Register of Deeds Statement of Fees Collected

7. Scheduled Agenda Items - 9:00 AM

A. Elkton Ambulance Presentation - Berniece Stuefen

Documents:

[Elkton Ambulance Info.pdf](#)

B. Brookings Public Library Report - Director of Library Services, Ashia Gustafson

Documents:

[Brookings Library Report.pdf](#)

8. Regular Business

- A. Action to approve Agreement #26-19: an intergovernmental contract for the South Dakota Public Assurance Alliance reaffirming membership in the local government risk pool.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Agr 26-19 SDPAA Membership.pdf](#)

- B. Action to approve Agreement #26-20: a 3-year service agreement between Brookings County and Trane U.S., Inc. for the Brookings County Outdoor Adventure Center.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Agr 26-20 Trane, BCOAC.pdf](#)

- C. Action to approve Change Order #2 for the Samara Avenue Improvements project for an increase of \$51,745.45.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 1, SN 06-227-230.pdf](#)

- D. Action to approve Change Order #1 for structure and approach grading, SN 06-227-230, PCN 08F4 in the amount of \$75,733.11.

Action: Motion to Approve, Comments, Roll Call

Documents:

[Change Order 1, SN 06-227-230.pdf](#)

- i. Action to approve the payment to Timmon's Construction for the amount of the change order.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[Timmons Claim.pdf](#)

- E. Action to approve a Request to Fill Vacancy for a full-time female Correctional Officer in the Brookings County Detention Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Female CO.pdf](#)

- F. Action to approve a Request to Fill Vacancy for a Corrections Corporal in the Brookings County Detention Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Corrections Cpl 1.pdf](#)

- G. Action to approve a Request to Fill Vacancy for a Corrections Corporal in the Brookings County Detention Center.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Corrections Cpl 2.pdf](#)

- H. Action to approve a Request to Fill Vacancy for a part-time Weed & Pest Supervisor.

Action: Motion to Approve, Comments, Voice Vote

Documents:

[RFV - Weed Pest Supervisor.pdf](#)

9. Commission Department Director's Report

Documents:

[Commission Dept Report.pdf](#)
[Surplus Cash Analysis.pdf](#)
[Brookings Area Transportation Plan.pdf](#)
[Babybel Expansion.pdf](#)

10. States Attorney's Office Report

11. Commissioner Reports and Discussion Items

12. 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

13. Adjournment

Action: Motion to Approve, Voice Vote

14. Public Notices

- *February 16, Monday: Offices closed in honor of the Presidents Day holiday*
- *February 18, Wednesday: 2026 Stronger Together, Building Assets for Brookings, a Day for Suicide Prevention, 8:00 AM - 1:00 PM, Dacotah Bank Center, registration through United Way*
- *February 21, Saturday: Legislative Coffee, 9:00 AM, Brookings City & County Government Center Chambers*
- *February 25, Wednesday: SDDOT and City of Brookings Stakeholder Meetings for the Brookings Area Transportation Plan, 12:00 PM-1:00 PM and 2:00 PM-3:00 PM, Brookings City & County Government Center Chambers*
- *February 25, Wednesday: SDDOT and City of Brookings public meeting/open house on Brookings Area Transportation Plan, 4:00 PM-6:00 PM, Community Room (300), Brookings City & County Government Center*
- *February 26, Thursday: Towns & Townships Meeting, 10:00 AM, BCOAC*
- *March 11, Wednesday: Babybel Expansion Groundbreaking Ceremony, 10:00 AM-11:30 AM, park at Domellie's Event Center to be bussed to the ceremony site*
- *March 20, Friday: Brookings & Moody County Lincoln Day Dinner, 5:00 PM, Club 71 at SDSU*

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, FEBRUARY 3, 2026

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 3, 2026 with the following members present: Shawn Hostler, Kelly VanderWal, Larry Jensen, Dave Miller and Doug Post.

CALL TO ORDER

Chairperson Hostler 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 Tuesday, February 3, 2026 Commission Meeting. Chairperson Hostler said they need to amend the agenda to add public comment during the drainage discussion and add Executive Session, in accordance with SDCL 1-25-2(1), personnel to the agenda.

Motion by Jensen, seconded by Post to amend the agenda to add public comment during the drainage discussion and add Executive Session, in accordance with SDCL 1-25-2(1), personnel to the agenda.

Voice vote on amendment: all present voted “aye.” Motion carried.

Voice vote on main motion as amended: all present voted “aye.” Motion carried.

RECOGNITION OF EMPLOYEE ANNIVERSARIES

The Brookings County Board of County Commissioners recognized Dave Biteler for 10 years of service; Melanie Kindt for 10 years of service; Shelly Larson for 15 years of service; and Kristen Witchey for 20 years of service.

CITIZEN INVITATION

No one signed in to speak to the board.

CONSENT AGENDA ITEMS

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

The consent agenda consisted of the minutes from the January 20, 2026 Commission Meeting.

Travel & Education Requests: Jennifer Beller to attend Annual Report Training on January 28th in Mitchell; Thomas Chester to attend Overdose Investigations Training on March 9th - 10th in Mitchell; Donald Reker to attend Overdose Investigations Training on March 9th - 10th in Mitchell; Lisa Radtke to attend Engage 2026 on March 14th - 19th in Washington D.C.; Brian Gustad and Randy Miller to attend Highway Superintendent's Short Course on March 16th - 19th in Deadwood; Thomas Chester to attend a Sex Offender Conference on April 7th - 9th in Deadwood.

ROUTINE BUSINESS

Approval of Claims

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

A&B Business Inc, Copier Contract, New Copier, \$8,996.18; Amazon Capital Services, Folders For VSO, Binders, Pens, Medical Kits, Deputy/Admin/Jail Supplies, \$342.01; AMP Electric Construction, Stripe Light Install/Service, \$101.46; Anderson, Jeff G., Boot Reimbursement, \$250.00; Asure Operations, LLC, Jobs-Hireclick/Unlimited Jobs, \$149.00; AT&T Mobility, Nighthawk Mifi Mobile WIFI, \$1.00; Aurora Quick Stop, Deputy Fuel While Pumps Down, \$1,624.36; Avera Medical, Inmate Lienable Clinical Visit, \$100.00; Axess Cooperative, Lp Gas, \$611.20; Axon Enterprise Inc, Body Cameras, \$16,978.68; Brookings Behavioral Health & Wellness, Non-Mandated Funds, \$250,000.00; Brookings City Utilities, CH/CH Lawn Irrigation/Comm Health, COP Utilities, Water For Truck Shed, Western Ave/Swiftel, Monthly Utilities/Fees, BCOAC Utilities/Irrigation, Phone Service, Telephone For Office, \$1,933.30; Brookings County Historic Society, Non-Mandated Funds, \$5,000.00; Brookings Health System, IVC, \$1,200.00; Brookings Regional Builders Association, Exhibitor Registration, \$450.00; C&R Fire Suppression dba DVL Fire And Safety, Annual Inspection, Recharge, Valve Rebuild, \$83.05; Center for Internet Security, Antivirus, \$6,600.00; Century Business Products, Copier Contract, \$475.31; City Of Brookings, November 2025 E911, Shared Gov't Center Expenses/Verizon, \$79,754.01; Clubhouse Hotel & Suites, 3 Rooms-Auditor Election Workshop, \$672.00; Alli Cummings Gauer, Court Appointed Attorney, \$1,530.00; Dell Marketing Lp, Dell Pro Slim QCS1250, \$879.12; Den-Wil Inc, Feb Community Health Rent, \$1,050.00; Ecolab Pest Elimination, Pest Control-Jail, \$100.59; Einspahr Auto Plaza, Patrol Vehicle Maint/Repairs, \$107.45; Fastenal Company, Filters For Courthouse, \$241.38; Fite & Pierce Law Office, Court Appointed Attorney, \$876.80; Fox Law Firm, PLLC, CAA Inv MI Hearings, \$195.57; Jennifer Goldammer, Court Appointed Attorney, \$1,508.20; Patricia J Hartsel, Transcripts, \$788.40; Tim Hogan, Court Appointed Attorney, \$10,672.43; Hy-Vee Food Store, Court Refreshments/Supplies, Zoning Meeting Refreshments, \$36.24; Idemia Identity & Security, Fingerprint Machine, \$2,727.00; Infinite Welding and Machine, Fifth Wheel Plate Rebuild, \$472.50; Inter-Lakes Community Action, 1st Qtr 2026-Nutrition Match, \$6,704.25; Intoximeters Inc, Deputy Supplies, \$898.00; Stacia Jackson, Court Appointed Attorney, \$5,533.20; Katterhagen, Mark, Inv MI Hearing, \$20.00; Val Larson, Inv MI Hearing, \$20.00; Macksteel, Flat Bar/Stainless Sheet/Steel Plates/Bar, \$969.13; Mediacom LLC, Courthouse WIFI, \$191.94; Eliza Barron, Replacement Check, \$10.00; Teree A Nesvold, Court Appointed Attorney, \$13,055.80; North American Banking Co, Postage Machine Rental, \$360.00; Northwestern Energy, CH Natural Gas Usage, Natural Gas For

Truck Shed, Monthly Utilities/Fees, \$5,849.81; Office Peeps Inc, Folders, Staples, Toner, Deskpads, Calendar, \$243.34; Pitney Bowes, Postage Machine Rental, \$114.00; Print Masters, Envelopes/Accident Report Form, \$251.20; RFD Newspapers Inc, Publications, \$3,665.25; Rick Ribstein, Court Appointed Attorney, \$7,499.00; River Valley Forensic Services, P.A., Post-Mortem Examination, \$600.00; Robby's Auto Shop, Jail/Patrol Vehicle Maint/Repair, \$1,322.21; Devlin Rue, Boot Reimbursement, \$169.99; Running's Supply Inc, Softener Salt, \$98.64; SD State's Attorneys Assn, Association Fees, \$2,173.60; SDACHS, Short Course Registration, SDACHS Dues, \$1,000.00; SHI International Corp, VEEAM Backup&Subscription, \$4,040.57; Sioux Valley Cleaners Inc, Jan Janitorial For WIC, \$442.00; SoDak Painting, Courthouse Painting, \$10,016.45; Truenorth Steel, Culverts Brookings Co Road 1, \$600.00; Steven Ust, Inspections, \$3,400.00; Vandenberg Law, Court Appointed Attorney, \$2,640.00; Verizon Wireless, Toughbook USB Hwy Dept Tablet, \$80.14; Virchow Drywall & Plaster, Replaster Walls/Ceilings-CH, \$2,000.00; Walburg, Duane, Animal Control Mileage, \$114.24.

Department Head Reports

Highway Superintendent Brian Gustad said bid openings for the 2026 Brookings County Chip Seal Project and the 2026 Brookings County Asphalt Project will be March 3, 2026 at 2:30 p.m.

BCOAC Director Joe Salvati updated the board on attendance and events held at the facility. Salvati said total attendance is up 3% from last year. Salvati said they had 292 attendees for the JOAD Open Shoot on December 1st.

Salvati said they are working on a few maintenance issues. He said the concourse floors need to be stripped and waxed, and Trane needs to update the HVAC system to be able to have remote access to service the unit.

Salvati said they are going to publish a booklet of community classes for the summer, which will include fishing, archery, South Dakota animals, camping, firearm basics, etc.

Sheriff Marty Stanwick updated the board on the number of inmates in jail and individuals participating on the 24/7 program. Stanwick said in the month of January, they had 158 civil papers and 126 mobile home distress warrants.

County Development Director Robert Hill said they've scheduled a Civil Air Patrol exercise for Saturday. Hill said the Home Show is also scheduled for Friday and Saturday.

Hill discussed upcoming dates.

REGULAR BUSINESS

Motion by Post, seconded by Miller to approve and authorize Chairperson Hostler to approve Resolution #26-06: a Resolution for Brookings County Bridge Inspection Program for use with SDDOT Retainer Contracts. Background information was provided by Highway Superintendent Brian Gustad.

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

RESOLUTION #26-06 A RESOLUTION FOR BROOKINGS COUNTY BRIDGE REINSPECTION

PROGRAM FOR USE WITH SDDOT RETAINER CONTRACTS

WHEREAS, 23 CFR 650 Subpart C, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

THEREFORE, Brookings County is desirous of participating in the Bridge Inspection Program.

The County requests SDDOT to hire Banner Associates, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the county for 20% of the cost. The County will be responsible for the required 20% matching funds.

Vote of the Brookings County Board of County Commissioners: Yea __5__ Nay __0__

Dated this 3rd day of February, 2026, at Brookings, South Dakota.

Board of County Commissioners
Of Brookings County

Shawn Hostler
Chairperson
Brookings County Commission

ATTEST:

Lori Schultz
Finance Officer

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Hostler to approve Agreement #26-09: a Combined Election Agreement between Brookings County and the Brookings School District. Background information was provided by Finance Officer Lori Schultz.

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

Motion by Post, seconded by VanderWal to approve and authorize Chairperson Hostler to approve Abatement #26-01: an abatement application made by Kenneth Fideler for parcel #36025-01400-001-00 in the amount of \$207.75.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by Post to approve a late application for the assessment freeze for elderly and disabled for parcel #06980-11050-062-00 in the amount of \$22.66.

Background information was provided by Finance Officer Lori Schultz.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Hostler to sign Change Order #1 for project: Structure and Approach Grading - SN 06-280-172, PCN 08F4, a decrease of \$41,368.

Background information was provided by Highway Superintendent Brian Gustad.

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

Motion carried.

Motion by Post, seconded by Jensen to approve and authorize Chairperson Hostler to sign Change Order #1 for project: Structure and Approach Grading - SN 06-320-118, PCN 08X0, a decrease of \$7,691.86.

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

Motion carried.

Motion by Post, seconded by Jensen to approve the pricing and acceptance for the Tracer SC + Upgrade from Trane for the Brookings County Outdoor Adventure Center in the amount of \$7,950.00. Background information was provided by BCOAC Director Joe Salvati.

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

Motion carried.

SCHEDULED AGENDA ITEM – 9:00 A.M.

As scheduled at 9:00 a.m., Todd Kays, Executive Director of First District Association of Local Governments presented his annual report.

REGULAR BUSINESS

Approval of 2026 Highway Bids

Motion by Post, seconded by VanderWal to award the bid for ¾” crushed gravel on all items listed from Bowes Construction, Brookings, SD; and Sterzinger Crushing, Taunton, MN.

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

Motion carried.

Contractor/Twp/Pit Owner	Bid
Bowes Construction (Sherman) Davis	\$5.00
Bowes Construction (Aurora) Dupraz	\$5.00
Sterzinger Crushing (Alton) Davis	\$6.00
Sterzinger Crushing (Windsor) Jensen	\$6.50
Sterzinger Crushing (Elkton) Skyview	\$7.50

Motion by Jensen, seconded by Post to award the bid for #250 crushed quartzite rip rap “Class A,” #150 erosion stone crushed quartzite, 1” x #4 crushed quartzite “Class A,” crushed quartzite ballast #4, 3/8” pea rock, and icing sand on all items listed from L.G. Everist, Sioux Falls, SD.

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

Motion carried.

#250 crushed quartzite rip “Class A”

Contractor	Bid
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L.G. Everist (Brookings plant)	\$39.60
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#150 erosion stone crushed quartzite

Contractor	Bid
L.G. Everist (Brookings plant)	\$36.40

1" x #4 crushed quartzite "Class A"

Contractor	Bid
L.G. Everist (Brookings plant)	\$32.15

Crushed quartzite ballast #4

Contractor	Bid
L.G. Everist (Brookings plant)	\$32.15

3/8" Pea Rock

Contractor	Bid
L.G. Everist (Brookings plant)	\$14.25

Icing Sand

Contractor	Bid
L.G. Everist (Brookings plant)	\$13.70

Motion by Post, seconded by VanderWal to award the bid for HR class asphalt on all items listed from Bowes Construction, Brookings SD, and Duininck, Prinsburg, N (Watertown, SD).

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

Contractor /Mix	Bid
Bowes E1 Virgin PG 58-28 Oil	\$74.00
Bowes E1 20% Rap PG 58-28 Oil	\$65.00
Bowes E2 Virgin PG 58-28 Oil	\$73.50
Bowes E2 20% PG 58-28 Oil	\$66.50
Bowes E1 Virgin PG 58-34 Oil	\$80.00
Bowes E1 20% Rap PG 58-34 Oil	\$69.25
Bowes E2 Virgin PG 58-34 Oil	\$79.25
Bowes E2 20% Rap PG 58-34 Oil	\$71.00
Bowes E2 10% Rap PG 58-34 Oil	\$85.00
Bowes G1-Virgin PG 58-34 Oil	\$86.25
Bowes G1-20% Rap PG 58-34 Oil	\$73.25
Bowes G2-Virgin PG 58-34 Oil	\$86.25
Bowes G2-20% Rap PG 58-34 Oil	\$75.00
Bowes Q2-Virgin Rap PG 58-34 Oil	\$84.00
Bowes Q2-20% Rap PG 58-34 Oil	\$72.00
Duininck ½" Mix Design Type D (30% Rap) PG 58-28	\$78.00
Duininck ½" Mix Design Type E (20% Rap) PG 58-28	\$81.00
Duininck ½" Mix Design Type E (Virgin) PG 58-28	\$94.00
Duininck Cold Mix	\$175.00

Motion by Post, seconded by VanderWal to award the bid for asphalt patching on all items listed from Bowes Construction, Brookings, SD.

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

Contractor	Bid
Duininck	\$135.00
Bowes Construction	\$124.00

Motion by VanderWal, seconded by Post to award the bid for road oil - CRS2-P emulsion and CSS1H-3:1 emulsion, MC-70 asphalt, on all items listed from Jebro Inc., Sioux City, IA.

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

Contractor	Bid
Flint Hills CRS2-P Emulsion	\$671.00
Jebro CRS2-P Emulsion	\$663.89

Contractor	Bid
Flint Hills CSS1H 3:1 Emulsion	\$521.00
Jebro CSS1H 3:1 Emulsion	\$483.89

Contractor	Bid
Jebro MC-70	\$1,103.89

Motion by Jensen, seconded by Post to award the bid for Fold and Form PVC/UV CIPP on all items listed from Subsurface, Inc., Moorhead, MN.

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

Contractor	Bid
Subsurface, Inc 18”	\$90.00
Subsurface, Inc 24”	\$225.00
Subsurface, Inc 30”	\$285.00
Subsurface, Inc 36”	\$400.00
Subsurface, Inc 42”	\$485.00
Subsurface, Inc 48”	\$545.00

Motion by Post, seconded by Miller to award the bid for Aggregate Base Stabilizer on all items listed from Team Laboratory Chemical Corp., Detroit Lakes, MN.

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

Contractor	Bid
Team Laboratory Chem. Corp. 55 gal. drum	\$30.00
Team Laboratory Chem. Corp. 275 gal. 1-7	\$29.00

Team Laboratory Chem. Corp. 275 gal. 8-14	\$28.00
Team Laboratory Chem. Corp. 275 gal. 15+	\$27.00

Motion by Miller, seconded by Jensen to award the bid for equipment rentals on all items listed from Equipment Share, Sioux Falls, SD, Holloway Construction, Parker, SD, and Meyer Services, Inc., Volga, SD.

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

Motion by Post, seconded by Miller to approve and authorize Chairperson Hostler to sign Agreement #26-10: an agreement with Bowes Construction, Inc. of Brookings, SD, for ¾” gravel.

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

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Hostler to sign Agreement #26-11: an agreement with Sterzinger Crushing of Taunton, MN, for ¾” crushed gravel.

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

Motion by Post, seconded by Miller to approve and authorize Chairperson Hostler to sign Agreement #26-12: an agreement with L.G. Everist of Brookings, SD, for natural cover aggregate: #250 crushed quartzite rip rap “Class A,” #150 erosion stone crushed quartzite, 1” x #4 crushed quartzite “Class A,” crushed quartzite ballast #4, 3/8” pea rock, and icing sand.

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

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Hostler to sign Agreement #26-13: an agreement with Bowes Construction of Brookings, SD for HR class asphalt.

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

Motion by Post, seconded by VanderWal to approve and authorize Chairperson Hostler to sign Agreement #26-14: an agreement with Duininck, Prinsburg, MN (Watertown, SD) for HR class asphalt.

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

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Hostler to sign Agreement #26-15: an agreement with Bowes Construction, Inc. of Brookings, SD for asphalt patching.

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

Motion by VanderWal, seconded by Post to approve and authorize Chairperson Hostler to sign Agreement #26-16: an agreement with Jebro Inc. of Sioux City, IA for CRS2-P emulsion, CSS1H-3:1 emulsion, and MC-70 asphalt.

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

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Hostler to sign Agreement #26-17: an agreement with Subsurface Inc. of Moorhead, MN for fold and form PVC/UV CIPP.

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

Motion by Post, seconded by VanderWal to approve and authorize Chairperson Hostler to sign Agreement #26-18: an agreement with Team Laboratory Chemical Corp., Detroit Lakes, MN for aggregate base stabilizer.

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

Motion by Miller, seconded by Jensen to approve the updated Brookings County Strategic Plan. Background information was provided by Commission Department Director Stacy Steffensen. All members voted “aye.” Motion carried.

The board reviewed the South Dakota Open Meetings Laws per SDCL 1-25.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report.

Steffensen said the traveling Vietnam Veteran’s Memorial Wall will be in Brookings June 11th - 14th at the Fishback Soccer Complex. Steffensen said there will be a “Welcome Home” ceremony at 9:00 AM on Thursday, June 11th. She said Brookings Park & Rec Director Kristin Zimmerman would like a commission representative to say a few words.

Steffensen said the Brookings Deuel Rural Water Annual Meeting is Tuesday, April 14th at the McKnight Hall in White.

Steffensen discussed upcoming dates.

Steffensen presented the 2025 Year-End report.

States Attorney Dan Nelson presented the Brookings County Statistics for 2025.

COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal toured the jail and attended bid openings for the Highway Department’s annual supplies and materials.

Commissioner Post toured the jail and attended a Weed Board Meeting.

Commissioner Miller attended the Legislative Update via zoom.

Commission Hostler declared a recess as the Brookings County Board of County Commissioners.

SCHEDULED AGENDA ITEM – 10:00 A.M.

Commission Hostler convened the board as the Brookings County Drainage Board.

County Development Director Robert Hill said in the past, a drainage way diverted water from the Big Sioux River southward to water livestock in Medary Township. He said the waterway was left uncontrolled by a succession of different landowners, and it gradually grew to a larger size. Hill said it grew to a point where, at times, more water was being diverted away from the main Bix Sioux channel than was flowing in the main channel.

In 2019, the Brookings County Drainage met with citizens from Medary Township and started to discuss the matter. Hill said in 2021, the Brookings County Drainage Board started to work with Banner Associates and Medary Township to study the area and develop a path forward. Hill said the studies of the area were extensive, and a final report was presented at a public meeting on August 9, 2024. Hill said the public was invited to attend this, and the meeting was well attended.

On November 17th, Hill said Banner Associates mailed out letters to several organizations and individuals discussing further steps that were being conducted.

On December 23rd, Hill said Banner Associates sent four letters that were received from landowners in the area of the project area. Hill said today's meeting was set up to allow anyone who would like to discuss the project.

Kelli Buscher with Banner Associates said there is a wetland easement that the Natural Resource Conservation Service has on Mr. Hubbard's land, and that easement states that there can be no construction or change to the land under that easement. Before any construction can occur, Buscher said the NRCS would need to lift the easement, and an environmental review needs to be done. Buscher said they sent letters out to interested parties notifying them they are doing an environmental review.

Hostler asked how many letters were sent out. Buscher said she believes they mailed thirty letters to landowners who live downstream from the dike.

Commissioner Miller asked what is trying to be accomplished. County Development Director Robert Hill said landowners from Medary Township approached the drainage board that they were losing farm production land. Hill said the landowners used to be able to farm it back in the 70s and 80s.

Jensen asked about the bridge to the west of the Big Sioux River bridge. Hill said that bridge was not engineered for the flow of water that they are seeing right now.

Kent Johnson with Banner Associates said putting the dike back into place will redirect those flows within the original river channel, and once it's above the bank it will go through both bridges. Hostler asked if the flood level would increase if they redirected it back to the normal channel. Johnson said if you are maintaining flows in the Big Sioux River, it will be a normal river flow.

Jay Gilbertson with East Dakota Water Development District said this has been a situation that's been going on for a long time. Gilbertson said when they were first made aware of it back in

2011, they took a measurement of the flow and what they found was that two-thirds of the flow was now running through the western opening. Gilbertson said what you will be doing is restoring to the pre 2011 conditions.

Brookings County resident Sean Lesnar said he lives a few hundred yards from the proposed dike. Lesnar said he's concerned there will be a lot more flooding on his land. He said there's been several meetings and he feels left out. Lesnar said he wasn't invited or contacted by anyone.

Lesnar said if the water is put back into the main channel, it will cause way more flooding.

Brookings County resident Rob Hexum said he is a rural landowner south of the proposed dike. Hexum said they are not asking to plug it up completely, they are asking to put it back to normal levels where it was in 2019. Hexum said they have about 300 acres that is unusable because of all the diversion water. From a township standpoint, Hexum said they fix 468th Avenue and 217th Street every year because the water washes out the roads.

Brookings County resident Norris Patrick said he lives in Oslo Township and has lived there since 1940. Patrick said when they put the new bridge in on Highway 44, they put it at an angle, so water shoots out into his fields instead of moving downstream. Patrick said Brookings doesn't want the water, so they keep it up in the hills, and he thinks that's wrong.

Brookings County resident Scott Sebring said he lives in Medary Township and didn't receive a letter. Sebring said his neighbor, David Eggers didn't receive a letter either. Sebring said he feels for Rob Hexum and doesn't want to see anyone flooded. Sebring said the water comes to the east now and he doesn't know how this wouldn't make it worse. Sebring suggested they come together and figure out a better solution.

Brookings County resident David Eggers said he lives in Medary Township and has been there since 2005. Eggers said he hates the fact it's flooding his neighbors to the west, but changing the diversion will change the flood pattern to the east. Eggers said there's got to be a decent compromise that would benefit landowners to the east and to the west. He said there needs to be better communication.

Brookings County resident Rolfe Behrend said he lives near the proposed dike. Behrend said he hopes the board read his letter because most of his concerns were in there. Behrend asked what the consequences would be if the hole is plugged.

County Development Director Robert Hill thanked everyone for coming and providing their public input. Hill said a meeting will need to be scheduled in the future, and there will come a time when they need to decide if they are going to move forward with the project or not. Hostler asked if they've received a full report back from the August study. Hill said no, the environmental study is still going on.

Kelli Buscher with Banner Associates said they must do an archeological study, which is required by the NRCS as part of the review of the easement and lifting it. Buscher said with the government shutdown and the weather, they were unable to do it. She said if the board decides to move forward, they could do it this spring but they can pause if that's what the board wants them to do.

Buscher said they tried to make a good faith effort to identify people who should have received notification. She said there was zero attempt to exclude anyone.

Commissioner Miller said having another meeting would be a great idea. Hill suggested they have another meeting in May. VanderWal said he thinks they need to continue with the environmental review and cultural review. VanderWal said another open house would be helpful. Hill asked if the board wanted to do an open house at the BCOAC sometime in May. By consensus, the board agreed to hold another open house in May if it works for all parties involved.

Chairperson Hostler adjourned the Brookings County Drainage Board.
The board reconvened as the Brookings County Board of County Commissioners.

COMISSIONERS' REPORTS & DISCUSSION ITEMS CONTINUED

Commissioner Jensen attended the jail tour; attended the BCOAC Advisory Board Meeting; and attended a hospital board meeting.

Commissioner Hostler attended the jail tour; attended the Brookings Regional Growth Alliance Meeting; attended the Legislative Update via zoom; attended the BCOAC Advisory Board Meeting; attended a Brookings Regional Growth Meeting; and attended a Research Park Board Meeting.

EXECUTIVE SESSION

Motion by VanderWal, seconded by Jensen to enter into Executive Session at 11:27 a.m., in accordance with SDCL 1-25-2(1), personnel. All members voted "aye." Motion carried.

Chairperson Hostler declared the board out of Executive Session at 12:12 p.m. No action was taken.

ADJOURNMENT

Motion by Jensen, seconded by Miller to adjourn the meeting. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, February 17, 2026 at 8:30 a.m.

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.

Jenna Baker
Finance Specialist
Brookings County

Brookings County

Travel / Education Request Form

Name(s): Sonia Mack

Department: Brookings County Extension

Position(s): 4-H Youth Educator

Date(s)	Beginning Odometer	Ending Odometer	Destination
2/13, 2/14			Watertown, SD

Reason for Travel:

Livestock Skill-A-Thon

Passengers:

Estimated Expenses:

- Method of Travel: ☐ County Vehicle ☒ Private Auto

204 Miles @ \$ 0.70 /per mile = \$ 142.80

- Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0.00

0 Lunch(s) @ \$ 14.00 = \$ 0.00

0 Dinner(s) @ \$ 20.00 = \$ 0.00

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

Please list: _____ = \$ _____

- Lodging (Estimated number of nights): _____ = \$ _____

- Registration (Estimated cost): _____ = \$ _____

Total Cost Estimate: = \$ 142.80

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



Department Head Signature

2/3/26

Date

Updated dates / replacing previous form

Brookings County

Travel / Education Request Form

Name(s): Sonia Mack

Department: Brookings County Extension

Position(s): 4-H Youth Educator

Date(s)	Beginning Odometer	Ending Odometer	Destination
2/24, 2/26, 3/5			Volga, SD
3/11, 3/16, 3/25			Volga, SD

Reason for Travel:

Chicks in the Classroom programming at Camridge Colony

Passengers:

Estimated Expenses:

- Method of Travel: ☐ County Vehicle ☒ Private Auto

180 Miles @ \$ 0.70 /per mile = \$ 126.00

- Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0.00
0 Lunch(s) @ \$ 14.00 = \$ 0.00
0 Dinner(s) @ \$ 20.00 = \$ 0.00

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

Please list: _____ = \$ _____

- Lodging (Estimated number of nights): _____ = \$ _____

- Registration (Estimated cost): _____ = \$ _____

Total Cost Estimate: = \$ 126.00

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



Department Head Signature

2/10/26

Date

Brookings County

Travel / Education Request Form

Name(s): Sonia Mack

Department: Brookings County Extension

Position(s): 4-H Youth Educator

Date(s)	Beginning Odometer	Ending Odometer	Destination
3/30 - 4/2			Rapid City, SD

Reason for Travel:

SDAE4-HP Spring Conference

Passengers:

Estimated Expenses:

- Method of Travel: ☐ County Vehicle ☒ Private Auto

782 Miles @ \$ 0.70 /per mile = \$ 547.40

- Meals: 2 Breakfast(s) @ \$ 6.00 = \$ 12.00

2 Lunch(s) @ \$ 14.00 = \$ 28.00

3 Dinner(s) @ \$ 20.00 = \$ 60.00

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

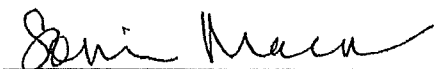
Please list: _____ = \$ _____

- Lodging (Estimated number of nights): 3 nights @ \$110 = \$ 330.00

- Registration (Estimated cost): Registration for SDAE4-HP member = \$ 80.00

Total Cost Estimate: = \$ 1,057.40

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



Department Head Signature

2/11/26

Date

CULTIVATING EXCELLENCE IN 4-H

TENTATIVE SCHEDULE

TUESDAY, MARCH 31:

12:30 PM – WELCOME

1:00 – 3:00 PM – BEE'S

3:30–5:00 PM – RYE DOODLE – TOUR AND DOG TRAINING

CATERED SUPPER

FIBER WORKSHOP OR GAME NIGHT

WEDNESDAY, APRIL 1:

7:30 AM – LIGHT BREAKFAST

8:15 AM – ASSN MTG

9:30 AM – STATE FAIR BOOK UPDATES

11:00 AM – BEYOND READY- CHRISTINE & REGINA

NOON – CATERED LUNCH – QDOBA

1:00 PM – OUTDOOR CAMPUS

SUPPER ON YOUR OWN

FIBER WORKSHOP OR GAME NIGHT

THURSDAY, APRIL 2:

8:30–12:30 – STATE OFFICE (WORKING LUNCH PROVIDED)



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

**SDAE4-HP REGISTRATION
FORM (CONFERENCE ONLY)
MARCH 31 - APRIL 2, 2026
RAPID CITY, SD**

**HOTEL: COMFORT INN & SUITES
1720 RAPP ST RAPID CITY, SD 57701
BLOCK OF ROOMS UNDER: SDAE4-HP
PHONE NUMBER: 605-348-1911**

NAME: Gonia Mack

PHONE NUMBER: 605-693-8280

TITLE: Brookings Co 4-H Educator

EMAIL: Gonia.Mack@sdstate.edu

LIST FOOD ALLERGIES:

**Make checks payable to: SDAE4-HP
Registration Deadline: February 20, 2026**

Mail completed registration form and fee to:

**John Madison
1070 3rd St
Huron, SD 57350**



Registration Type:

✓ \$80.00 SDAE4-HP Member

_____ \$120.00 Non-Member

_____ \$20.00 Thursday (April 2nd) only



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

Brookings County

Department: Commission

Position(s): VSO

Date(s)	Beginning Odometer	Ending Odometer	Destination
02/19/2026			Oacoma
02/19/2026			Home

Reason for Travel:

The American Legion Dept. of South Dakota Strategic Planning Committee Meeting

Passengers:

Estimated Expenses:

- Method of Travel: ☐ County Vehicle ☒ Private Auto

304 Miles @ \$ 0.70 /per mile = \$ 212.80

- Meals: _____ Breakfast(s) @ \$ _____ = \$ 0.00
 _____ 1 Lunch(s) @ \$ 20.00 = \$ 20.00
 _____ Dinner(s) @ \$ _____ = \$ 0.00

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

Please list: _____ = \$ _____

- **Lodging** (Estimated number of nights): _____ = \$ _____

- **Registration** (Estimated cost): _____ = \$ _____

Total Cost Estimate: = \$ 232.80

Department Head designated mileage rate: \$ /per mile


Department Head Signature

2/2/26
Date

Brookings County

Travel / Education Request Form

Name(s): Robert Hill

Department: County Development

Position(s): Emergency Manager

Date(s)	Beginning Odometer	Ending Odometer	Destination
2/18/2026			Sioux Falls, SD

Reason for Travel:

Attend the Tri-State EM meeting and SDOEM Region 1 meeting in Sioux Falls, SD.

Passengers:

None

Estimated Expenses:

- Method of Travel: ☒ County Vehicle ☐ Private Auto

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

- Meals: 0 Breakfast(s) @ \$ 6.00 = \$ 0.00
0 Lunch(s) @ \$ 14.00 = \$ 0.00
0 Dinner(s) @ \$ 20.00 = \$ 0.00

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

Please list: None anticipated = \$ _____

- Lodging (Estimated number of nights): N/A = \$ _____

- Registration (Estimated cost): _____ = \$ _____

Total Cost Estimate: = \$ 0.00

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



Department Head Signature

2/10/2026

Date

Brookings County

Travel / Education Request Form

Name(s): Robert Hill

Department: County Development

Position(s): Emergency Manager

Date(s)	Beginning Odometer	Ending Odometer	Destination
3/23-25/2026			Oacoma Falls, SD

Reason for Travel:

Attend the 2026 South Dakota Preparedness Summit in Oacoma, South Dakota

Passengers:

None

Estimated Expenses:

- Method of Travel: ☒ County Vehicle ☐ Private Auto

 Miles @ \$ /per mile = \$ 0.00

- Meals: 2 Breakfast(s) @ \$ 6.00 = \$ 12.00
3 Lunch(s) @ \$ 14.00 = \$ 42.00
2 Dinner(s) @ \$ 20.00 = \$ 40.00

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

Please list: None anticipated = \$

- Lodging (Estimated number of nights): 2 = \$ 295.14

- Registration (Estimated cost): = \$

Total Cost Estimate: = \$ 389.14

Department Head designated mileage rate: \$ /per mile



Department Head Signature

2/10/2026

Date

Robert Hill

From: SD DOH-HPC <SDDOH.HPC@state.sd.us>
Sent: Tuesday, January 27, 2026 4:40 PM
Subject: Save the Date: 2026 South Dakota Preparedness Summit

Save the Date
2026 South Dakota Preparedness Summit
Miles Apart, United in Action

 **Arrowwood Resort** | Oacoma, South Dakota
 **March 23–25, 2026**

South Dakota's preparedness efforts continue to move forward, and the **South Dakota Preparedness Summit** brings partners together to support that work. This statewide event convenes healthcare, public health, emergency management, and community partners to connect, collaborate, and focus on practical approaches to preparedness and response.

The Summit offers hands-on training, real-world learning opportunities, and dedicated time to strengthen relationships that matter most during emergencies.

Conference Schedule at a Glance

Monday, March 23

-  12:00 p.m. – 4:00 p.m.
• Pre-Conference Courses

Tuesday, March 24

-  8:00 a.m. – 5:00 p.m.
• Pre-Conference Courses
• General Forum Sessions

Wednesday, March 25

-  8:00 a.m. – 12:00 p.m.
• General Forum Sessions

More details, registration information, and the full agenda will be shared soon.
We look forward to coming together in 2026 — **Miles Apart, United in Action**

~ Lesley-Ann

Brookings County

Department: Commission, Sheriff, Highway

Position(s): Various

Date _____

CITY OF BROOKINGS

GENERATIONAL TRAINING

The City of Brookings is hosting generational training designed to help employees and leaders better understand today's workforce, strengthen communication, and prepare for the future of talent.

- **Training Details**

- Date: Wednesday, March 11th 2026
- Location: East Fire Station (607 20th Ave)
- Two identical training options are offered. Employees may attend one session:
 - **Morning Session:** 10:00 a.m. – 12:00 p.m.
 - **Afternoon Session:** 1:00 p.m. – 3:00 p.m.
- The training will include a mixture of presentation content and facilitated discussion - focusing on how to apply generational insights within the workplace.

- **What You'll Learn**

- Participants will walk away with practical tools and insights to:
 - Understand the values, expectations, and motivations of different generations at work
 - Better engage and retain emerging talent, including Generation Z
 - Improve communication and reduce generational friction
 - Adapt leadership and supervision styles for a multigenerational workforce
 - Prepare for the future of work in local government

- **About the Presenter**

- Steve Bench is a nationally recognized keynote speaker and generational expert known for his high-energy presentations on engaging and retaining Millennial and Gen Z employees, empowering Gen X leaders, capturing Boomer wisdom, and developing future leadership by leveraging generational strengths.
- He founded Generational Consulting in 2017 and has spoken to audiences nationwide, earning the nickname "*The Millennial Guy*." Steve is also the creator of The Pitch!, a Shark Tank-style 501(c)(3) nonprofit that empowers teens through entrepreneurship and leadership development.

- **Get a Preview**

- Scan the QR code to watch a short preview video and get a feel for Steve's training style



Personnel Action Notice Summary

Commission Meeting: February 17, 2026

Employee Name:	Isabella Hymans				
Department:	Sheriff/Jail	Position:	Correctional Officer		
Effective Date:	01/28/2026	Salary/Wage:	\$	25.63	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Matthew Fee				
Department:	Sheriff's Office	Position:	Deputy		
Effective Date:	02/01/2026	Salary/Wage:	\$	33.55	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Dane Larsen				
Department:	Sheriff's Office	Position:	Deputy		
Effective Date:	02/01/2026	Salary/Wage:	\$	37.04	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Nathan Pester				
Department:	Sheriff/Jail	Position:	Correctional Officer		
Effective Date:	02/07/2026	Salary/Wage:	\$	26.14	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Personnel Action Notice Summary

Commission Meeting: February 17, 2026

Employee Name:	Misty Moser				
Department:	Weed & Pest		Position:	Supervisor	
Effective Date:	02/16/2026		Salary/Wage:	\$ 33.51	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Dawson Drent				
Department:	Sheriff/Jail		Position:	Corrections Corporal	
Effective Date:	02/20/2026		Salary/Wage:	\$ 28.04	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

Employee Name:	Christine Kreutner				
Department:	Finance		Position:	Specialist	
Effective Date:	03/01/2026		Salary/Wage:	\$ 30.35	
Status:	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
Reason:	Performance Review	New Hire	Resignation or Termination	Status Change	

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

Cellular Authorization Form

Employee Name: Jenna Baker

Employee Position: finance - elections

Employee Phone Number: [REDACTED]

Cellular Allowance Tier:

- ☐ **\$30 Monthly Allowance – Basic Usage:** *Individuals who need cellular service during their regularly scheduled hours and infrequent need for use outside their regularly scheduled hours.*
- ☒ **\$45 Monthly Allowance – High Usage:** *Individuals who need cellular service during their regularly scheduled hours and are occasionally contacted outside of scheduled working hours.*
- ☐ **\$75 Monthly Allowance – Extensive Usage:** *Individuals who need cellular service during their regularly scheduled hours and are routinely contacted outside of scheduled working hours.*
- ☐ **\$105 Monthly Allowance – Department Head Level:** *Exempt level employees and the IT Administrator who are on call to the public, board members, other employees, or their own staff whether at or away from work.*

Payroll Start Date: April 20 - Nov 27
approx 7 mths

Authorized By: Kori Schuler

Date: 2-4-26

Board Approval: _____

Date: _____

Payroll Received: _____

Date: _____

BROOKINGS COUNTY STATES ATTORNEY

Human Services - Commission Report

Printed on February 10, 2026

Referance #	Request	Recommendation	Reason	Disposition	Date/Time	With Involvement Types
HSV26-3	RENT	Denied	Application Withdrawn		01/27/26 15:15	
HSV26-7	RENT	Denied	Criteria Not Met		01/28/26 09:32	
HSV26-8	RENT	Approved	Application Approved		02/05/26 08:19	

Total Records: 3

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12503	QUALIFIED PRESORT SERVI	I-202602097985	101-4-111-4267	MAIL PICK-UP		103.86
01-22964	AMAZON CAPITAL SERVICES	I-202602097943	101-4-111-4260	LABEL TAPE, FILE FOLDERS,		12.34
				CABLES, ADAPTERS, COMPUTER SPEAKERS		
01-22965	NORTH AMERICAN BANKING	I-202602097979	101-4-111-4267	POSTAGE MACHINE RENTAL		360.00
01-23591	BROOKINGS REGIONAL GROW	I-202602097952	101-4-111-4220	INVESTOR LEVEL MEMBERSHIP		1,500.00
DEPARTMENT 111 COMMISSIONERS				TOTAL:		1,976.20

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19277	ALLEGRA PRINT & IMAGING I-202602097942		101-4-120-4260	ENVELOPES		200.00
DEPARTMENT 120 ELECTIONS						TOTAL: 200.00

VENDOR SET: 01 Brookings County
PACKET: 03509 2/17/26 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 143 FINANCE OFFICE

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODUC	I-202602108031	101-4-143-4250	COPIER CONTRACT		89.23
01-12261	OFFICE PEEPS INC	I-202602097982	101-4-143-4260	PENS, PROTECTOR SHEETS		49.62
01-12261	OFFICE PEEPS INC	I-202602098025	101-4-143-4260	FOLDERS		37.66
01-19128	EXECUTIVE MGMT FINANCE	I-202602067885	101-4-143-4268	DEC 2025		60.00
01-19277	ALLEGRA PRINT & IMAGING	I-202602097942	101-4-143-4260	ENVELOPES		333.72
01-22052	JENNIFER BELLER	I-202602097948	101-4-143-4270	ANNUAL REPORT TRAINING MILEAG		162.40
01-22964	AMAZON CAPITAL SERVICES	I-202602097944	101-4-143-4260	COLORLED PAPER		38.22
01-23599	INTELLECTUAL TECHNOLOGY	I-202602097964	101-4-143-4260	LICENSE PLATE ENVELOPES		120.00
			DEPARTMENT 143	FINANCE OFFICE	TOTAL:	890.85

2/12/2026 8:13 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 5

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03509 2/17/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 151 STATES ATTORNEY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-13370	THOMSON REUTERS - WEST	I-202602067877	101-4-151-4260	JANUARY BILLING CHARGES		1,244.28
DEPARTMENT 151 STATES ATTORNEY TOTAL:						1,244.28

VENDOR SET: 01 Brookings County
PACKET: 03509 2/17/26 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 161 COUNTY BUILDING

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10670	COOK'S WASTEPAPER & REC	I-202602098021	101-4-161-4280	FEB 2026 COURTHOUSE SERVICE		40.70
01-10895	ECOLAB PEST ELIMINATION	I-202602097958	101-4-161-4250	CH INTERIOR-INSECTICIDE		160.00
01-11078	FOERSTER DISTRIBUTING	I-202602097961	101-4-161-4260	COURTHOUSE JANITORIAL ITEMS		65.00
01-11371	HILLYARD/SIOUX FALLS	I-202602097963	101-4-161-4260	COURTHOUSE JANITORIAL		618.69
01-11827	LOWE'S	I-202602098020	101-4-161-4260	MAINT ITEMS FOR CH		17.06
01-12666	RUNNING'S SUPPLY INC	I-202602098023	101-4-161-4260	MAINT ITEMS FOR COURTHOUSE		27.32
01-19152	DAKOTA DATA SHRED	I-202602067898	101-4-161-4250	SHREDDING PICK-UP		266.20
01-21901	AMP ELECTRIC CONSTRUCTI	I-202602067918	101-4-161-4250	MOVE FLOOR BOXES-COURTHOUSE		1,084.74
01-22471	RC FIRST AID	I-202602097986	101-4-161-4243	FIRST AID KIT REFILLS		32.50
01-23204	C&R FIRE SUPPRESSION db	I-202602098024	101-4-161-4250	CH ANNUAL INSPECTION&RECHARGE		276.50
			DEPARTMENT 161	COUNTY BUILDING	TOTAL:	2,588.71

2/12/2026 8:13 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 7

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03509 2/17/26 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202602097983	101-4-162-4260	COPY PAPER		54.80
01-23487	VERIZON	I-202602067884	101-4-162-4220	FLEET TRACKING SUBSCRIPTION		95.88
DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL:						150.68

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19504	SDACES	I-202602097992	101-4-171-4220	2026 MEMBERSHIP		60.00
01-22964	AMAZON CAPITAL SERVICES	I-202602097943	101-4-171-4260	LABEL TAPE, FILE FOLDERS,		75.06
				CABLES, ADAPTERS, COMPUTER SPEAKERS		
01-23600	ABTECH TECHNOLOGIES, IN	I-202602097941	101-4-171-4221	DELL POWEREDGE R770 SERVER/		64,605.84
				PROF SERVICES		
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						64,740.90

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19570	HUNGERFORD CHIROPRACTIC	I-202602067919	101-4-172-4220	INSTANT DRUG TESTING		136.00
01-22964	AMAZON CAPITAL SERVICES	I-202602097943	101-4-172-4260	LABEL TAPE, FILE FOLDERS,		6.95
				CABLES, ADAPTERS, COMPUTER SPEAKERS		
01-23514	WAGEWORKS INC	I-202602098000	101-4-172-4220	JAN 26 HEALTHCARE		549.05
DEPARTMENT 172 HUMAN RESOURCES				TOTAL:		692.00

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202602067913	101-4-211-4280	MONTHLY UTILITIES/FEES-		5,132.20
		YEARLY FIBER WINDOW LEASE				
01-10797	DEPT. OF PUBLIC SAFETY	I-202602067911	101-4-211-4268	TELETPYE BI-YEARLY CONTRACT		3,090.00
01-12167	NATIONAL SHERIFF'S ASSO	I-202602067905	101-4-211-4220	SHERIFF'S DUES		250.00
01-13319	WW TIRE SERVICE INC	I-202602067899	101-4-211-4251	PATROL VEHICLE MAINT/REPAIRS		130.79
01-19152	DAKOTA DATA SHRED	I-202602067907	101-4-211-4280	PAPER SHREDDING SERVICES		78.24
01-21166	CENTURY LINK	I-202602067912	101-4-211-4280	MONTHLY UTILITIES/FEES		136.49
01-21901	AMP ELECTRIC CONSTRUCTI	I-202602067895	101-4-211-4250	EXTERIOR LIGHTING INSTALLS		3,881.68
01-22964	AMAZON CAPITAL SERVICES	I-202602067920	101-4-211-4260	DEPUTY/ADMIN/JAIL SUPPLIES		248.66
01-23302	AGWRX COOPERATIVE	I-202602067906	101-4-211-4265	PATROL VEHICLE FUEL		684.09
01-23341	BOZIED CAR WASH	I-202602067908	101-4-211-4251	PATROL VEHICLE CARWASHES		107.00
01-23601	MICHAEL A WOOLDRIDGE	I-202602067921	101-4-211-4262	BOOT REIMBURSEMENT		250.00
DEPARTMENT 211 SHERIFF'S OFFICE TOTAL:						13,989.15

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10390	BROOKINGS HEALTH SYSTEM	I-202602067904	101-4-212-4261	HOSPITAL/ER		959.31
01-10684	COURTESY PLUMBING INC	I-202602067903	101-4-212-4250	SHERIFF/JAIL REPAIRS/MAINT		62.50
01-11371	HILLYARD/SIOUX FALLS	I-202602067909	101-4-212-4260	JAIL JANITORIAL SUPPLIES		1,453.91
01-11790	LEWIS DRUG STORE	I-202602067897	101-4-212-4262	INMATE LIENABLE MEDICATIONS		380.62
01-11790	LEWIS DRUG STORE	I-202602067897	101-4-212-4261	INMATE LIENABLE MEDICATIONS		612.70
01-12370	PERRY ELECTRIC INC	I-202602067900	101-4-212-4250	QUARTERLY FILTER CHANGE		1,147.92
01-12864	SECRETARY OF STATE	I-202602067922	101-4-212-4220	NOTARY APPLICATIONS		240.00
01-22242	AXON ENTERPRISE INC	I-202602067901	101-4-212-4268	TASERS		11,558.48
01-22943	GUARDIAN RFID	I-202602067902	101-4-212-4268	INMATE TRACKING SUPPLIES		7,229.00
01-23366	PRAIRIE SKIES FAMILY DE	I-202602067896	101-4-212-4263	INMATE LIENABLE CLINICAL VISI		355.00
01-23486	SUPER COM INC	I-202602067910	101-4-212-4273	GPS TRACKING		305.50
DEPARTMENT 212 COUNTY JAIL TOTAL:						24,304.94

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22032	BROOKINGS REGIONAL HUMA	I-202602097954	101-4-219-4290	NON-MANDATED FUND		10,000.00
DEPARTMENT 219 HUMANE SOCIETY						TOTAL: 10,000.00

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12027	MILLS PROPERTY MANAGEME	I-202602097971	101-4-411-4251	COP RENT		392.00
DEPARTMENT 411 WELFARE						TOTAL: 392.00

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10390	BROOKINGS HEALTH SYSTEM	I-202602067879	101-4-441-4220	IVC		400.00
01-10390	BROOKINGS HEALTH SYSTEM	I-202602067880	101-4-441-4220	IVC		900.00
01-10390	BROOKINGS HEALTH SYSTEM	I-202602067881	101-4-441-4220	IVC		600.00
01-11805	LINCOLN COUNTY AUDITOR	I-202602098022	101-4-441-4220	MULT MI EXPENSES		1,083.51
01-13441	YANKTON COUNTY SHERIFF	I-202602098003	101-4-441-4270	SERVICE OF PROCESS		50.00
01-13442	YANKTON COUNTY TREASURE	I-202602098004	101-4-441-4220	MENTAL ILLNESS CHARGES		332.50
01-13442	YANKTON COUNTY TREASURE	I-202602098005	101-4-441-4220	MENTAL ILLNESS CHARGES		115.25
01-13777	NANCY J NELSON	I-202602067878	101-4-441-4220	TIME WORKED ON COUNTY MH		84.00
01-23221	YOUNGBERG LAW	I-202602098006	101-4-441-4290	MI CAA COMPENSATION & EXPENSE		498.00
DEPARTMENT 441 BEHAVIORAL HEALTH TOTAL:						4,063.26

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10895	ECOLAB PEST ELIMINATION	I-202602097959	101-4-528-4250	MONTHLY PEST ELIMINATION		216.03
01-11371	HILLYARD/SIOUX FALLS	I-202602067917	101-4-528-4260	TOP CLEAN/FACE TISSUE/HAND SO		427.55
01-11498	INTERSTATE TELECOM. COO	I-202602097965	101-4-528-4280	BCOAC PHONES/INT/LONG DISTANC		121.60
01-12236	NORTHWESTERN ENERGY	I-202602097981	101-4-528-4280	NATURAL GAS SERVICE		1,360.30
01-13185	TOWN & COUNTRY SHOPPER	I-202602097997	101-4-528-4230	PUBLICATION		549.00
01-21377	SAFE-N-SECURE	I-202602097990	101-4-528-4250	MARCH 26-FEB 27 ALARM SYSTEM		299.88
01-23480	WARRIOR MONK ACADEMY LL	I-202602098001	101-4-528-4220	ENHANCED CONCEALED CARRY RENE		616.00
			INTRO TO HANDGUN CLASS			
01-23491	JOE SALVATI	I-202602097991	101-4-528-4270	SF AIRPORT PARKING, RIDE SHAR		287.85
			MEALS			
DEPARTMENT 528 BCOAC						TOTAL: 3,878.21

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODUC	I-202602067928	101-4-611-4250	COPIER CONTRACT		138.87
01-10670	COOK'S WASTEPAPER & REC	I-202602067927	101-4-611-4280	FEBRUARY RECYCLING		15.40
01-11498	INTERSTATE TELECOM. COO	I-202602067926	101-4-611-4280	FEBRUARY PHONE CHARGES		164.20
01-11498	INTERSTATE TELECOM. COO	I-202602097965	101-4-611-4280	BCOAC PHONES/INT/LONG DISTANC		37.47
01-12261	OFFICE PEEPS INC	I-202602067925	101-4-611-4260	ENVELOPES		55.17
01-22964	AMAZON CAPITAL SERVICES	I-202602067924	101-4-611-4260	PHOTO MAT MATBOARD		221.40
DEPARTMENT 611 COUNTY EXTENSION TOTAL:						632.51

VENDOR SET: 01 Brookings County
PACKET: 03509 2/17/26 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 615 WEED CONTROL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12773	SDEMA	I-202602097994	226-4-222-4220	MEMBERSHIP		150.00
01-23003	BROOKINGS REGIONAL BUIL	I-202602097953	226-4-222-4291	REPLACEMENT CHECK		450.00
01-23148	NOBLES COUNTY EMERGENCY	I-202602097978	226-4-222-4220	TRI-STATE ASSOCIATION MEMBERS		40.00
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						640.00
FUND 226 EMERGENCY MANAGEMENT TOTAL:						640.00

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202602067929	250-4-163-4250	COPIER CONTRACT		34.80
DEPARTMENT 163 ROD Relief Fund						TOTAL: 34.80
FUND 250 ROD RELIEF FUND						TOTAL: 34.80

2/12/2026 8:13 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 21

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03509 2/17/26 CLAIMS

FUND : 301 COUNTY BUILDING FUND

DEPARTMENT: 161 COUNTY BUILDING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23598	SODAK PAINTING	I-202602098019	301-4-161-4295	JAN26-30 CH PAINTING		8,376.20
DEPARTMENT 161 COUNTY BUILDING TOTAL:						8,376.20
FUND 301 COUNTY BUILDING FUND TOTAL:						8,376.20

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202602098028	755-2-2091000	JAN OAC SALES&USE TAX RETURN		1,255.10
DEPARTMENT 0000 NON-DEPARTMENTAL						TOTAL: 1,255.10
FUND 755 SALES TAX						TOTAL: 1,255.10

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-21563	SD ATTORNEY GENERAL'S O	I-202602067914	768-2-2090000	24/7 PARTICIPATION FEE		211.00
01-21563	SD ATTORNEY GENERAL'S O	I-202602067915	768-2-2092000	24/7 PARTICIPATION FEE		811.00
01-21563	SD ATTORNEY GENERAL'S O	I-202602067916	768-2-2091000	24/7 PARTICIPATION FEE		973.00
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						1,995.00
FUND 768 STATEWIDE 24/7 SOBRIET TOTAL:						1,995.00

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12747	SDACO	I-202602067883	775-2-2090000	MODERNIZATION&PRESERVATION		526.00
		JANUARY RELIEF FUND				
				DEPARTMENT 0000 NON-DEPARTMENTAL	TOTAL:	526.00
				FUND 775 ROD Relief Flow-Thru F	TOTAL:	526.00
				REPORT GRA	TOTAL:	249,537.21

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2026	101-4-111-4220	PROFESSIONAL SERV. & FEES	1,500.00	52,000	41,499.00				
	101-4-111-4260	SUPPLIES & MATERIALS	12.34	5,000	4,818.31				
	101-4-111-4267	POSTAGE	463.86	47,000	33,333.68				
	101-4-120-4260	ELECTION SUPPLIES	200.00	24,000	23,800.00				
	101-4-130-4222	ADULT DEFENSE	26,042.15	520,000	419,750.87				
	101-4-130-4224	TRANSCRIPTS (LIENABLE)	145.30	2,000	944.50				
	101-4-130-4226	TRANSCRIPTS (NON)	250.75	6,000	4,789.35				
	101-4-130-4230	BLOOD TESTS	8,395.00	110,000	93,965.00				
	101-4-130-4280	JURY & WITNESS	567.54	15,000	13,911.94				
	101-4-130-4290	COURT CASE EXPENSE	162.50	32,000	27,481.25				
	101-4-143-4250	REPAIR & MAINT.	89.23	3,400	2,730.69				
	101-4-143-4260	SUPPLIES & MATERIALS	579.22	17,000	14,573.05				
	101-4-143-4268	TECHNOLOGY / BIT access fee	60.00	1,000	824.00				
	101-4-143-4270	TRAVEL & CONFERENCE	162.40	5,000	4,384.60				
	101-4-151-4260	SUPPLIES & MATERIALS	1,244.28	30,000	17,664.71				
	101-4-161-4243	ADMIN BUILDING OPERATION E	32.50	670,291	621,921.81				
	101-4-161-4250	REPAIRS AND MAINTENANCE	1,787.44	70,000	56,081.56				
	101-4-161-4260	SUPPLIES & MATERIALS	728.07	10,000	8,608.51				
	101-4-161-4280	UTILITIES/COURTHOUSE	40.70	55,000	49,489.23				
	101-4-162-4220	PROFESSIONAL SERV. & FEES	95.88	24,000	16,835.40				
	101-4-162-4260	SUPPLIES &N MATERIALS	54.80	8,000	7,508.82				
	101-4-171-4220	PROFESSIONAL SERVICE	60.00	200	140.00				
	101-4-171-4221	DATA PROCESSING/SOFTWARE	64,605.84	377,100	229,579.55				
	101-4-171-4260	SUPPLIES	75.06	14,100	13,864.96				
	101-4-172-4220	PROFESSIONAL SERVICES	685.05	30,000	28,178.20				
	101-4-172-4260	SUPPLIES & MATERIALS	6.95	2,500	2,415.31				
	101-4-211-4220	PROFESSIONAL SERV. & FEES	250.00	6,500	5,334.37				
	101-4-211-4250	BUILDING MAINTENANCE	3,881.68	15,000	9,391.33				
	101-4-211-4251	VEHICLE MAINTENANCE	237.79	66,000	58,310.65				
	101-4-211-4260	SUPPLIES & MATERIALS	248.66	21,500	20,833.92				
	101-4-211-4262	UNIFORMS/EQUIPMENT	250.00	16,000	13,626.95				
	101-4-211-4265	FUEL/GASOLINE	684.09	80,000	73,199.22				
	101-4-211-4268	TECHNOLOGY	3,090.00	70,000	45,419.08				
	101-4-211-4280	UTILITIES/CELL PHONES	5,346.93	40,000	32,514.54				
	101-4-212-4220	PROFESSIONAL SERV. & FEES	240.00	5,000	3,994.38				
	101-4-212-4250	BUILDING MAINTENANCE	1,210.42	35,000	29,902.86				
	101-4-212-4260	SUPPLIES & MATERIALS	1,453.91	65,000	63,352.36				
	101-4-212-4261	MEDICAL (PRISONERS)	1,572.01	5,500	3,465.66				
	101-4-212-4262	MEDICINE/RX	380.62	40,000	39,362.05				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	355.00	50,000	48,395.00				
	101-4-212-4268	TECHNOLOGY	18,787.48	30,000	3,674.92				
	101-4-212-4273	ELECTRONIC MONITOR	305.50	15,000	13,328.93				
	101-4-219-4290	HUMANE SOCIETY	10,000.00	10,000	0.00				
	101-4-411-4251	RENT	392.00	12,000	10,013.00				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-4-441-4220	PROFESSIONAL SERV. & FEES	3,515.26	62,000	51,277.75				
	101-4-441-4270	TRAVEL	50.00	1,500	1,450.00				
	101-4-441-4290	CRT APPORT. ATT'Y/M.I.	498.00	10,000	8,609.86				
	101-4-528-4220	PROFESSIONAL SERV & FEES	616.00	10,000	8,462.00				
	101-4-528-4230	PUBLISHING	549.00	11,500	10,927.00				
	101-4-528-4250	REPAIR & MAINT	515.91	64,000	31,810.53				
	101-4-528-4260	SUPPLIES & MATERIALS	427.55	26,000	23,747.59				
	101-4-528-4270	TRAVEL & CONFERENCE	287.85	4,000	1,545.53				
	101-4-528-4280	UTILITIES/CELL PHONES	1,481.90	60,000	53,279.80				
	101-4-611-4250	REPAIRS AND MAINTENANCE	138.87	4,000	3,735.98				
	101-4-611-4260	SUPPLIES & MATERIALS	276.57	8,000	7,278.67				
	101-4-611-4280	UTILITIES	217.07	3,250	2,793.28				
	101-4-615-4270	TRAVEL & CONFERENCE	41.54	2,500	1,683.46				
	101-4-615-4280	TELEPHONE/CELL PHONES	214.87	1,260	672.76				
	101-4-615-4281	UTILITIES	386.75	5,000	4,062.49				
	201-4-311-4220	PROFESSIONAL SERVICES	4,972.92	200,000	162,975.08				
	201-4-311-4250	REPAIRS & MAINT.	4,493.13	2,600,000	2585,668.69				
	201-4-311-4260	SUPPLIES & MATERIALS	50,481.70	1,600,000	1363,111.66				
	201-4-311-4280	UTILITIES / CELL PHONES	5,128.81	32,000	21,269.19				
	201-4-311-4290	SNOW REMOVAL	5,305.29	60,000	40,880.08				
	201-4-311-4350	FURNITURE & MINOR EQUIPMEN	378.17	26,500	25,562.83				
	226-4-222-4220	PROFESSIONAL SERV. & FEES	190.00	1,000	810.00				
	226-4-222-4291	LEPC	450.00	3,000	2,550.00				
	250-4-163-4250	REPAIRS & MAINTENANCE	34.80	2,000	1,929.11				
	301-4-161-4295	COURTHOUSE BLDG.	8,376.20	127,142	108,749.35				
	755-2-2091000	AMOUNT HELD BCOAC SALES TA	1,255.10						
	768-2-2090000	AM'T HELD FOR STATEWIDE 2	211.00						
	768-2-2091000	AM'T HELD FOR 24/7 SCRAM F	973.00						
	768-2-2092000	AMT HELD FOR 24/7 RBT FEES	811.00						
	775-2-2090000	Amt Held for ROD Relief Fu	526.00						
	** 2026 YEAR TOTALS		249,537.21						

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	1,976.20
101-120	ELECTIONS	200.00
101-130	JUDICIAL SYSTEM	35,563.24
101-143	FINANCE OFFICE	890.85
101-151	STATES ATTORNEY	1,244.28

** DEPARTMENT TOTALS **

ACCT	NAME	AMOUNT
101-161	COUNTY BUILDING	2,588.71
101-162	DIRECTOR OF EQUALIZATION	150.68
101-171	INFORMATION TECHNOLOGY	64,740.90
101-172	HUMAN RESOURCES	692.00
101-211	SHERIFF'S OFFICE	13,989.15
101-212	COUNTY JAIL	24,304.94
101-219	HUMANE SOCIETY	10,000.00
101-411	WELFARE	392.00
101-441	BEHAVIORAL HEALTH	4,063.26
101-528	BCOAC	3,878.21
101-611	COUNTY EXTENSION	632.51
101-615	WEED CONTROL	643.16

101 TOTAL	GENERAL FUND	165,950.09
201-311	HIGHWAY ADMINISTRATION	70,760.02

201 TOTAL	ROAD & BRIDGE FUND	70,760.02
226-222	EMERGENCY & DISASTER SERV	640.00

226 TOTAL	EMERGENCY MANAGEMENT	640.00
250-163	ROD Relief Fund	34.80

250 TOTAL	ROD RELIEF FUND	34.80
301-161	COUNTY BUILDING	8,376.20

301 TOTAL	COUNTY BUILDING FUND	8,376.20
755	NON-DEPARTMENTAL	1,255.10

755 TOTAL	SALES TAX	1,255.10
768	NON-DEPARTMENTAL	1,995.00

768 TOTAL	STATEWIDE 24/7 SOBRIETY	1,995.00
775	NON-DEPARTMENTAL	526.00

775 TOTAL	ROD Relief Flow-Thru Fund	526.00

** TOTAL **		249,537.21

NO ERRORS

** END OF REPORT **

PACKET: 03508 2/17/26 special claim

VENDOR SET: 01 Brookings County

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-22100	TIMMONS CONSTRUCTION INC					
I-202602057866	2/05/2026	STRUCTURE&APPROACH GRADING	75,733.11			
	AP	DUE: 2/05/2026 DISC: 2/05/2026		1099: N		
		STRUCTURE&APPROACH GRADING		201 4-311-4228	PCN08F3 - TRENT	75,733.11
		=== VENDOR TOTALS ===	75,733.11			
		=== PACKET TOTALS ===	75,733.11			

** T O T A L S **

INVOICE TOTALS	75,733.11
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	75,733.11
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*** TYPE OF CHECK TOTALS ***

	NUMBER	GROSS	DISCOUNT
REGULAR CHECKS	1	75,733.11	0.00
ALL CHECKS	1	75,733.11	0.00

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	2026	201-2-2020000	AP PENDING (DUE TO POOL)	75,733.11-*						
		201-4-311-4228	PCN08F3 - TRENTON	75,733.11	0	81,811.69-	Y			
		999-1-1310000	DUE FROM OTHER FUNDS	75,733.11 *						
			** 2026 YEAR TOTALS	75,733.11						

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

** END OF REPORT **

2/05/2026 3:25 PM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 1

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03507 2/5/26 dept of rev

FUND : 101 GENERAL FUND

DEPARTMENT: 441 BEHAVIORAL HEALTH

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202602057865	101-4-441-4220	HUMAN SERVICES/DEV CENTER		1,381.91
DEPARTMENT 441 BEHAVIORAL HEALTH TOTAL:						1,381.91
FUND 101 GENERAL FUND TOTAL:						1,381.91

BANK: ALL

FUND	742	MOTOR VEHICLE	TOTAL:	648,121.97
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2/05/2026 3:25 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER PAGE: 3
VENDOR SET: 01 Brookings County ITEMS PRINTED: PAID, UNPAID
PACKET: 03507 2/5/26 dept of rev
FUND : 763 REGISTER OF DEEDS
DEPARTMENT: N/A NON-DEPARTMENTAL BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12761	SD DEPT OF REVENUE	I-202602057865	763-2-2090000	BIRTH & DEATH FEES		2,540.00
DEPARTMENT 0000 NON-DEPARTMENTAL TOTAL:						2,540.00
FUND 763 REGISTER OF DEEDS TOTAL:						2,540.00
REPORT GRA TOTAL:						652,043.88

*** G/L ACCOUNT TOTALS ***

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL	BUDGET	OVER	ANNUAL	BUDGET	OVER
				BUDGET	AVAILABLE	BUDG	BUDGET	AVAILABLE	BUDG
2026	101-4-441-4220	PROFESSIONAL SERV. & FEES	1,381.91	62,000	54,793.01				
	742-2-2090000	AMOUNT HELD FOR MOTOR VEHI	648,121.97						
	763-2-2090000	AMOUNT HELD FOR REGISTER	2,540.00						
		*** 2026 YEAR TOTALS	652,043.88						

*** DEPARTMENT TOTALS ***

ACCT	NAME	AMOUNT
101-441	BEHAVIORAL HEALTH	1,381.91

101 TOTAL	GENERAL FUND	1,381.91
742	NON-DEPARTMENTAL	648,121.97

742 TOTAL	MOTOR VEHICLE	648,121.97
763	NON-DEPARTMENTAL	2,540.00

763 TOTAL	REGISTER OF DEEDS	2,540.00

	*** TOTAL ***	652,043.88

NO ERRORS

*** END OF REPORT ***

Total amount of chemical bought in 2025

	Date delivered	Invoice #	# of totes purchased	Gallon	Costs per gallon	Total cost per tote/ Container	Notes
GrazanPD&3	4/30/2025	216186	1	250	\$ 42.98	\$ 10,745.00	vandiest supply
	9/30/2025	267635	2	500	\$ 57.70	\$ 28,850.00	vandiest supply
wrong charge per gallon emailed Rex on 10-17-2025 & called finance office at vandiest supply							
Tordon			0	0	\$ -	\$ -	
2,4-D Amine	4/23/2025	56692481	1	265	\$ 14.50	\$ 3,842.50	Nutrien ag supply
	7/1/2025	57503522	2	530	\$ 14.50	\$ 7,685.00	Nutrien Ag supply
Power pronone pellets	1/22/2025	192579	0	4	\$ 402.20	\$ 1,608.80	4 pails vandiest supply
Freelex	4/21/2025	56692481		70	\$ 32.75	\$ 2,292.50	Nutrien Ag supply
			0	0	\$ -	\$ -	
Element			0	0	\$ -	\$ -	
Tempo			0	0	\$ -	\$ -	1 bottle
Escort				0	\$ -	\$ -	16 ounces
Mad Dog	7/8/2025	57555682	0	5	\$ 16.60	\$ 83.00	Bridges & delinators
method			0	0	\$ -	\$ -	
Activator 90	5/5/2025	56836336	0	5	\$ 19.80	\$ 99.00	5 gallons
Aquaneat	7/17/2025	57646199	0	5	\$ 27.80	\$ 139.00	cattail spray
Aquaneat	8/15/2025	57751762	0	10	\$ 27.80	\$ 278.00	
Aquaneat	9/15/2025	57824476	0	5	\$ 27.80	\$ 139.00	
Aquaneat	9/15/2025	57856653	0	10	\$ 27.80	\$ 278.00	
LI 700	7/17/2025	57646199	0	5	\$ 27.00	\$ 135.00	cattail spray
LI 700	9/15/2025	57856653	0	10	\$ 27.00	\$ 270.00	
<u>Mosquito Chemical</u>							
permaSease 4-4	7/29/2025	SO301002063	0	55	\$ 28.98	\$ 1,593.90	Mosquito fog
chemical for trees to be applied after cutting within an hour.	1/15/2026	NS2516449	0	80	\$ 47.98	\$ 3,838.40	Tree killer wont freez as long as you get it sprayed on within an hour.
Total Chemical for 2025				1809		\$ 61,877.10	

Ordered in 2025 but paid for in 2026

2025 Township Gopher reporting and repayment

Townships	Participating townships	Total Amount of Gophers Trapped	Total amount Paid to Trappers from townships	Total amount weed dept paid to townships	Date received
Afton Township		0	\$0.00	\$0.00	
Alton Township	yes 3-26-2025	14	\$28.00	\$21.00	11/19/2025
Argo Township		0	\$0.00	\$0.00	
Aurora Township	yes 4-16-2025	0	\$0.00	\$0.00	
Banger Township	yes 3-26-2025	104	\$194.00	\$156.00	11/17/2025
Brookings Township	yes 4-17-2025	0	\$0.00	\$0.00	
Elkton Township		0	\$0.00	\$0.00	
Eureka Township	yes 3-6-2025	25	\$50.00	\$37.50	
Lake Hendricks Township		0	\$0.00	\$0.00	
Lake Sinai Township		0	\$0.00	\$0.00	
Laketon Township		0	\$0.00	\$0.00	
Medary Township		0	\$0.00	\$0.00	
Oak Lake Township		0	\$0.00	\$0.00	
Oakwood Township	yes 4-4-2025	198	\$396.00	\$297.00	12/1/2025
Oslo Township	yes 3-6-2025	105	\$210.00	\$157.50	11/24/2025
		75	\$150.00	\$112.50	
Parnell Township		0	\$0.00	\$0.00	
Preston Township	yes 4-14/2025	194	\$388.00	\$291.00	11/17/2025
Richland Township		0	\$0.00	\$0.00	
Sherman Township		0	\$0.00	\$0.00	
Sterling Township	yes 3-27-2025	0	\$0.00	\$0.00	no gophers 11/17/2025
Trenton Township	yes 3-26-2025	0	\$0.00	\$0.00	
Volga Township	yes 4-22-2025	0	\$0.00	\$0.00	yes but missed the deadline for paper
Winsor Township	yes 4-22-2025	0	\$0.00	\$0.00	yes but missed the deadline for paper
Total		715	\$1,430.00	\$1,072.50	
Total \$ from ITC & Sioux Valley					

12 townships participation

9 townships not participating

Sent letters and gopher number claim sheets to involved townships October 20, 2025

2025 Township Spring Spray Run

Townships	Per mile rate	Total Miles	Miles Charged for	CHEMICAL	UNITS(OZ)	RATE/OZ	Charge for Chemical	NET BILLING	CK #	Paid	
Afton	\$ 45.00										no contract received
Alton	\$ 45.00										Declined services
Argo	\$ 45.00										Declined services
Aurora	\$ 45.00	71	\$ 3,195.00	2,4-D Amine	3467	\$ 0.25	\$ 866.75	\$ 4,061.75	2352	\$ 4,061.75	2,4-D Amine Spring & Fall
Bangor	\$ 45.00		\$ -				\$ -				Declined services
Brookings	\$ 45.00	63.5	\$ 2,857.50	2,4-D Amine	2508	\$ 0.25	\$ 627.00	\$ 3,484.50	2255	\$ 3,484.50	2,4-D amine spring and fall
				freelex	160	\$ 0.30	\$ 48.00	\$ 48.00	2255	\$ 48.00	
Elkton	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Townships	Per mile rate	Total Miles	Miles Charged for	CHEMICAL	UNITS(OZ)	RATE/OZ	Charge for Chemical	NET BILLING	CK #	Paid	
Eureka	\$ 45.00	28	\$ 1,260.00	2,4-D Amine	3435.31	\$ 0.25	\$ 858.83	\$ 2,118.83	1512	\$ 2,118.83	2,4/D amine Spring & Grazon PD&3 in the fall
Lake Sinai	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Lake Hendrick	\$ 45.00		\$ -				\$ -	\$ -			
Medary	\$ 45.00	72	\$ 3,240.00	platoon (2,4-D Amine)	6741	\$ 0.25	\$ 1,685.25	\$ 4,925.25	2775	\$ 4,925.25	2,4-D Amine Spring & grazon PD&3 Fall
Oak Lake	\$ 45.00	70	\$ 3,150.00	2,4-D Amine	5874	\$ 0.25	\$ 1,468.50	\$ 4,618.50	2820	\$ 4,618.50	2,4-D Amine Spring & grazon PD&3 Fall
Oakwood	\$ 45.00	64	\$ 2,880.00	2,4-D Amine	3271	\$ 0.25	\$ 817.75	\$ 3,697.75	1811	\$ 3,697.75	2,4-D Amine Spring & grazon PD&3 Fall
Parnell	\$ 45.00		\$ -				\$ -	\$ -			4-3-2025 not participating
Preston	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Richland	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Sherman	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Sterling	\$ 45.00	61	\$ 2,745.00	Freelex	3008	\$ 0.30	\$ 902.40	\$ 3,647.40	1124	\$ 3,647.40	Spring and fall Freelex
Volga	\$ 45.00	93	\$ 4,185.00	2,4-D Amine	3287	\$ 0.25	\$ 821.75	\$ 5,006.75	3539	\$ 5,006.75	2,4-D Amine spring
Winsor	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Totals for all townships		522.5	\$ 23,512.50		31,751.31		\$ 8,096.23	\$ 31,608.73		\$ 31,608.73	

Townships involved in spray program

Townships not involved in spray program

Townships that have paid for spray season

2025 Township Fall Spray Run

Townships	Per mile rate	Total Miles	Miles Charged for	CHEMICAL	UNITS(OZ)	RATE/OZ	Charge for Chemical	NET BILLING	CK #	Paid	
Afton	\$ 45.00										no contract received
Alton	\$ 45.00										Declined services
Argo	\$ 45.00										Declined services
Aurora	\$ 45.00	68	\$ 3,060.00	2,4-D Amine	7042	\$ 0.25	\$ 1,760.50	\$ 4,820.50	2369	\$ 4,820.50	2,4-D Amine Spring & Fall Called Mark . On 1-13-2026 left message
Bangor	\$ 45.00		\$ -				\$ -				Declined services
Brookings	\$ 45.00	63.5	\$ 2,857.50	2,4-D Amine freelex	7135	\$ 0.25	\$ 1,783.75	\$ 4,641.25	2257	\$ 4,641.25	2,4-D amine spring and fall
						\$ 0.30	\$ -	\$ -			
Elkton	\$ 45.00		\$ -				\$ -	\$ -			no sercontract received
Eureka	\$ 45.00	46	\$ 2,070.00	Grazon PD&3	3198	\$ 0.50	\$ 1,599.00	\$ 3,669.00	1512	\$ 3,669.00	2,4/D amine Spring & Grazon PD&3 in the fall
Lake Sinai	\$ 45.00		\$ -				\$ -	\$ -			no contract received
lake Hendricks	\$ 45.00		\$ -				\$ -	\$ -			
Medary	\$ 45.00	67	\$ 3,015.00	Grazon PD&3	6220	\$ 0.25	\$ 1,555.00	\$ 4,570.00	2775	\$ 4,570.00	2,4-D Amine Spring & grazon PD&3 Fall
Oak Lake	\$ 45.00	77	\$ 3,465.00	Grazon PD&3	3708	\$ 0.50	\$ 1,854.00	\$ 5,319.00	2831	\$ 5,319.00	2,4-D Amine Spring & grazon PD&3 Fall called Julie Muirphy on 1-13-2026
Oakwood	\$ 45.00	48	\$ 2,160.00	Grazon PD&3	1152	\$ 0.50	\$ 576.00	\$ 2,736.00	1811	\$ 2,736.00	2,4-D Amine Spring & grazon PD&3 Fall
Parnell	\$ 45.00		\$ -				\$ -	\$ -			4-3-2025 not participating
Preston	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Richland	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Sherman	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Sterling	\$ 45.00	78	\$ 3,510.00	Freelex	10660	\$ 0.30	\$ 3,198.00	\$ 6,708.00	1124	\$ 6,708.00	Spring and fall Freelex
Volga	\$ 45.00	86	\$ 3,870.00	2,4-D Amine	6556	\$ 0.25	\$ 1,639.00	\$ 5,509.00	3539	\$ 5,509.00	2,4-D Amine spring & fall
Winsor	\$ 45.00		\$ -				\$ -	\$ -			no contract received
Totals for all townships		534	\$ 24,007.50		45,671.00		\$ 13,965.25	\$ 37,972.75		\$ 37,972.75	

Townships involved in spray program
Townships not involved in spray program

COUNTY DEVELOPMENT DEPARTMENT STAFF REPORT

TO: The Members of the County Commission

DATE 2/11/2026

SUBJECT: Departmental notes for the February 17, 2026, County Commission meeting.

PREPARED BY: Robert W. Hill, County Development Director/Emergency Manager

February 4, 2026: Submitted a newspaper article to the Brookings Register. The topic was weather-related.

February 06 - 07, 2026: The office had a Brookings Home Show Booth. We passed out emergency management-related materials to the public.

February -7, 2026: Attended a Civil Air Patrol (CAP) full-scale exercise at the City of Brookings Airport. They flew three (3) missions for the county. I shared the photos from the Medary Township-Big Sioux River Dike flight with our contracting firm working on that subject.

February 9, 2026: Went on KBRK 1430 Radio and discussed emergency management topics.

February 11, 2026: I met with Deputy Police Chief Ryan Baranyos to discuss IPAWS.

February 12, 2026: A PPCC/POD meeting was held at the Brookings Hospital. Incident Command System training was conducted.

February 18, 2026: A Tri-State Emergency Management Meeting is being held in Sioux Falls, SD. An SDOEM Region 1 meeting will be held afterwards. A travel request has been submitted.

February 19, 2026: A Local Emergency Planning Committee (LEPC) meeting is scheduled for February 19, 2026.

The County Development 2025 End of Year Report will be discussed during the meeting..

Any items received/accomplished after 12:00 PM on February 11, 2026, will be discussed in person at the Commission Meeting.

BROOKINGS COUNTY DEVELOPMENT DEPARTMENT

Planning, Zoning and Drainage

Brookings City & County Government Center

520 3rd Street, Suite 200

Brookings, SD 57006

(605) 696-8350

Email: zoning@brookingscountysd.gov

ROBERT W. HILL

COUNTY DEVELOPMENT DEPARTMENT DIRECTOR

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E-MAIL: rhill@brookingscountysd.gov

January 26, 2026

2025 Report – January 1 – December 31, 2025

Planning and Zoning Board Report:

Chairperson: Chad Ford

Vice Chairperson: Darrell Kleinjan

Secretary: Development Department Staff

Planning & Zoning Meetings Conducted:

11 - regularly scheduled meetings.

3 – Joint City-County Planning Commission: February, June, & August

Conditional Uses (9): all were granted (5-AG, 3-LP, 1-JJ).

Variance Requests (6): 6– variances were granted. (2-AG, 3-LP, 1-JJ),

Ordinance Related (3): Amendments to Ordinance (Chapter 4.05 Floodplain, Article I & VI & 4.07 Pipeline).

Plats (29): 29 plats were approved (20-Ag, 9- LP).

Preliminary Plats (0):

Rezoning (4): 2 rezoning request Approved in Joint City-County (JJ-A to JJ B3 & JJ B3 to JJ I1), 1 Joint City-County Denied (JJ-A to JJR1A) and 1 NR to LP Denied.

Appeals (0): 0 appeals.

Joint “Jurisdiction” Board of Adjustment Report:

Membership:

- Five members: one (1) County Commissioner, two (2) members for the Brookings County Planning Commission, one (1) member of the City of Brookings Planning Commission, and one (1) member of the Brookings City Council. The Board of Brookings County Commissioners and the Brookings City Council may further appoint alternates to the Joint Board in the event a board member is unable to participate in a meeting. Alternates to the Joint Board shall be appointed by the Brookings County Commissioners to participate in place of any County appointee, and alternates shall be appointed by the Brookings City Council to participate in place of any City appointee.
- Term: 1 year appointment

Chairperson: Chad Ford (County P&Z Commission)

Vice Chairperson: Wayne Avery (City Council).

Other members: Kelly VanderWal (County Commission), Kyle Vanderwal (Co P&Z Commission), Scot Leddy (City Planning Commission). *Alternates: Tim Paulson (Co P&Z commission), Deputy Mayor Nick Wendell (City Council), Jacob Limmer (City Planning Commission)*

2 – Joint Jurisdiction Board of Adjustment Meetings (JJ BOA): July & September

JJ Conditional Uses (1) - granted (1-Stable)

JJ Variances (1) - granted (1-Rear Setback)

Development Department Report:

Planning, Zoning and Drainage Division:

- Zoning Ordinance amendments to Ch 4.05 Floodplain (Jan 7, 2025), Ord 2025-06 Art I General Provisions & IV Administration (Sept 2, 2025) & Ch 4.07 Pipeline (Oct 7, 2025).
- January 22, 2025 Robert Hill attended Brookings Day at the Capitol, Pierre, SD.
- First District Association of Local Governments provided assistance throughout the year.
- Brookings 2025 Home Show (Feb 7-8) – booth managed by Robert Hill.
- Robert Hill attended the NACo Legislative Conference – Washington, DC – Feb 28-March 5, 2025.
- Robert Hill attended the South Dakota Pipeline Safety Training in Sioux Falls, SD – March 11-12, 2025.
- Robert Hill attended APA National Conference – Denver, CO – March 28-April 2, 2025.
- Robert Hill attended NACo Western Interstate Region – Rapid City, SD – May 20-23, 2025.
- Robert Hill attended NACo Annual Conference – Philadelphia, PA – July 10-15, 2025.
- Robert Hill attended NACo Fall 2025 Board Meeting – Wise County, TX – Dec 4-6, 2025.
- Robert Hill & Rae Lynn Maher conducted and prepared minutes for CO2 Pipeline Advisory Committee Meetings – April 22, 2025, June 2, 2025, July 8, 2025, August 7, 2025, and September 4, 2025.
- Richard Haugen – CAFO Presentation at SDSU – April 11, 2025 & November 19 & 21, 2025.

Building Permits:

154 - building permits were initially issued by Brookings County Zoning for 2025, 2 were Voided
Bring working total to 152.

Construction Cost - \$36,625,086.00

Building Permit fees - \$50,922.00

Inspection fees - \$28,200.00

Here is the breakdown of the permits that were issued;

- 1) Additions – **16** residential, construction cost - \$2,223,041.00 permit fees - \$3,754.00, inspection fees - \$4,500.00.
- 2) Attached Garages – **7**, construction cost - \$1,219,750.00, permit fees - \$1,818.00, inspection fees - \$1,900.00.
- 3) Barns – **7**, construction cost - \$6,373,867.00, permit fees - \$6,998.00, inspection fees - \$3,600.00.
- 4) Barn Additions – **1**, construction cost - \$215,000.00, permit fees - \$313.00, inspection fees - \$300.00.
- 5) Commercial – **2**, construction cost - \$4,936,816.00, permit fees - \$5,133.00, inspection fees - \$500.00. (Commercial Shed & Solar Farm)
- 6) Decks – **5**, construction cost - \$63,500.00, permit fees - \$361.00, inspection fees - \$500.00.
- 7) Garages-Detached – **6**, construction cost - \$264,500.00, permit fees - \$699.00, inspection fees - \$600.00.
- 8) Grading Permits – **2**, construction cost - \$325,500.00. permit fees - \$596.00, inspection fees - \$0.00.
- 9) Grain Bins – **9**, construction cost - \$879,971.00, permit fees - \$1,734.00, inspection fees – \$0.00.
- 10) Hoop Barns – **2** (1-new, 1-used), construction cost - \$105,000.00, permit fees - \$276.00, permit fees - \$100.00 (used was finished with metal not hoop tarp).
- 11) Manufactured Home – **1**, construction cost - \$108,200.00, permit fees - \$207.00, inspection fees - \$100.00.
- 12) Other – **8** (7-new, 1-used), construction cost - \$289,417.00, permit fees - \$930.00, inspection fees - \$400.00.
- 13) Residence – **30** (28-new, 2-used), construction cost - \$12,920,717.00, permit fees - \$16,164.00, inspection fee - \$8,800.00.
- 14) Sheds – **49**, construction cost - \$6,605,507.00, permit fees - \$11,635.00, inspection fees - \$6,600.00.
- 15) Shed Additions – **2**, construction cost - \$89,300.00, permit fees - \$259.00, inspection fees - \$300.00.
- 16) Shoreline Modifications – **1**, construction cost - \$5,000.00, permit fees - \$45.00, inspection fees - \$0.00.

Outstanding Building Inspections for 2006-2010 (All expired)

2008 – 3 Open Inspections x \$100.00 = \$300.00 (BP - 1) BP#4478 & 4640

2010 – 2 Open Inspections x \$100.00 = \$200.00 (BP's - 2) BP#5026 & 5123

Total – 5 Open Inspections = \$450.00

Outstanding Building Inspections for 2011-2015 (All expired)

2011 – 1 Open Inspections x \$100.00 = \$100.00 (BP's – 1)

New BP#6748 issued for expired BP#5288

2012 – 0 Open Inspections x \$100.00 = \$000.00 (BP's – 0)

2013 – 0 Open Inspections x \$100.00 = \$000.00 (BP's – 0)
2014 – 0 Open Inspections x \$100.00 = \$000.00 (BP's – 0)
2015 – 5 Open Inspections x \$100.00 = \$500.00 (BP's – 4) BP#5794,5814,(5861-cancelled will

not bld) & 5955

Total – 6 Open Inspections = \$600.00

Outstanding Building Inspections for 2016-2020 (All expired)

2016 – 1 Open Inspections x \$100.00 = \$100.00 (BP's – 1) BP#6087

2017 – 6 Open Inspections x \$100.00 = \$600.00 (BP's - 4) BP#6129-3,6225-1,6226-1,6269-1

All Expired: 2 Property sold without BP started, 1 BP not finished, 1 BP done no Insp requested

2018 – 8 Open Inspections x \$100.00 = \$800.00 (BP's - 4) BP#6301-3&6302-3,6328-1,6385-1

All Expired: 3 need final inspections, 1 no construction started

2019 – 8 Open Inspections x \$100.00 = \$ 800.00 (BP's – 6) BP#6487-1,6493-1,6538-1,6559-1,6576-1,606-3

All Expired: 4 need final inspections, 1 called to say will not build, 1 Property sold without BP started

2020 – 12 Open Inspections x \$100.00 = \$ 1,200.00 (BP's – 8) BP#6646-1,6630-1,6705-1,6711-1,6723-1,6744-2,6745-2,6756-3

Total – 35 Open Inspections = \$3,500.00

Outstanding Building Inspections for 2021-2025

2021 – 7 Open Inspections x \$100.00 = \$700.00

2022 – 31 Open Inspections x \$100.00 = \$3,100.00

2023 – 41 Open Inspections x \$100.00 = \$4,100.00

2024 – 49 Open Inspections x \$100.00 = \$4,900.00

2025 – 118 Open Inspections x \$100.00 = \$11,800.00

Total – 246 Open Inspections = \$24,600.00

Total – 292 Open Inspections 2008 to 2024 x \$100.00 = \$29,200

Historical Data:

127 building permits were issued by Brookings County Zoning for 2024, for a total **construction cost** of \$24,458,800.00

176 building permits were issued by Brookings County Zoning for 2023, for a total **construction cost** of \$43,076,571.00

143 building permits were issued by Brookings County Zoning for 2022, for a total **construction cost** of \$29,134,455.

123 building permits were issued by Brookings County Zoning for 2021, for a total **construction cost** of \$29,986,917.

150 building permits were issued by Brookings County Zoning for 2020, for a total **construction cost** of \$19,862,608.

123 building permits were issued by Brookings County Zoning for 2019, for a total **construction cost** of \$24,781,803.00.

192 building permits were issued by Brookings County Zoning for 2018, for a total **construction cost** of \$142,674,575.00.

163 building permits were issued by Brookings County Zoning for 2017, for a total **construction cost** of \$35,354,473.00.

172 building permits were issued by Brookings County Zoning for 2016, for a total **construction cost** of \$29,392,485.00.

173 building permits were issued by Brookings County Zoning for 2015, for a total **construction cost** of \$14,271,403.00.

154 building permits were issued by Brookings County Zoning for 2014, for a total construction cost of \$20,549,040.00.

156 building permits were issued by Brookings County Zoning for 2013, for a total construction cost of \$32,551,082.89.

174 building permits were issued by Brookings County Zoning for 2012, for a total construction cost of \$21,029,569.00.

160 building permits were issued by Brookings County Zoning for 2011, for a total construction cost of \$18,714,755.00.

232 building permits were issued by Brookings County Zoning for 2010, for a total construction cost of \$167,697,944.00.

200 building permits were issued by Brookings County Zoning for 2009, for a total construction cost of \$138,327,316.00.

190 building permits were issued by Brookings County Zoning for 2008, for a total construction cost of \$10,585,454.00.

Emergency Management Division:

Local Emergency Planning Committee (LEPC) Meetings: Four (4) conducted - February 20, 2025, May 15, 2025, August 21, 2025, and November 20, 2025, all in-person meetings.

Pandemic Planning Coordinating Committee (PPCC) Meetings: Ten (11) plus One (1) Full-Scale Exercise. Meetings held on January 09, 2025, February 13, 2025, March 13, 2025, April 10, 2025, May 8, 2025, June 12, 2025-canceled, July 10, 2025, August 14, 2025, September 11, 2025, October 09, 2025, November 13, 2025, and December 11, 2025 all in-person.

Tabletop Exercise (TTX): December 18, 2025 – Attended TTX at United Living Center.

Local Emergency Management Performance Grant (LEMPG) quarterly reports: Four (4) were submitted.

Training/Conferences: Robert Hill attended: South Dakota Pipeline Safety Training on March 11-12, 2025 in Sioux Falls, SD. SD DOH Public Health Preparedness & Response Forum, Chamberlain, SD – March 19-20, 2025. Salamander Credentialing System Training on March 25, 2025 in Watertown, SD. SDOEM Region 6 TTX – Yankton, SD – Aug 6, 2025. SDEMA Annual Conference – Sioux Falls, SD – Sept. 8-11, 2025. Pipeline Safety Trust Conference on November 11-14, 2025 in New Orleans, LA.

Training/Conferences: Richard Haugen attended: Pipeline Safety Training at the Dacotah Bank Center on February 26, 2025 in Brookings, SD. Salamander Credentialing System Training on March 25, 2025 in Watertown, SD. SDEMA Annual Conference – Sioux Falls, SD – Sept. 8-10, 2025.

Training/Conferences: Rae Lynn Maher attended the Pipeline Safety Training at the Dacotah Bank Center on February 26, 2025 in Brookings, SD. National Weather Service (NWS), Severe Weather Awareness/Spotter Training on March 18, 2025 in Madison, SD. *Online* – 1) Disaster Health Core Curriculum: Competency 1 – Personal and Family Preparedness – March 6, 2025. 2) IS-700.b: An Introduction to the National Incident Management System – March 12, 2025.

Brookings County Finance Office

Lori Schultz Brookings County Finance Officer

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Brookings County Commission

Finance Officers Report for January, 2026

Items following:

- Auditors account with Treasurer
- Payroll and Additive Totals Be it noted item
- Register of Deeds statement of fees Be it noted item
- Cash Balances Report
- Fund Balances Report
- General Fund Surplus Analysis
- Motor Vehicle Collections and Breakdowns
- Tax Collections and Breakdowns
- Revenue vs Expense Report
- Aged Accounts Receivable Report
-

Highway Expenditure Report is not available due to computer/pump issues at the highway dept.

Respectfully,

Lori Schultz

Brookings County Finance Officer

Auditor's Account with the Treasurer

January 31, 2026

Auditor's Statement

General Fund	\$ 24,832,154.56
Road & Bridge	\$ 2,802,573.01
County Building	\$ 1,658,709.00
Debt Service/TIF	\$ 1,546,676.27
Total Major Funds	\$ 30,840,112.84
Non-Major County Funds	\$ 1,810,831.52
Agency Funds	\$ 3,370,544.66
Outstanding Credit Cards	
Reconciling Items:	
Reconciling Items:	
GRAND TOTAL	\$ 36,021,489.02

Treasurer's Statement

Total Amount of Deposits in Banks	\$ 35,846,447.28
Checking Account Balance	
1st Bank & Trust, Brookings (AP/PR)	\$ 349,494.15
1st Bank & Trust, Brookings (daily)	\$ 17,402.77
Money Market Accounts	
1st Bank & Trust, Brookings (Daily)	\$ 6,343,034.92
Other Money Markets	\$ 11,755,389.72
	\$ -
	\$ -
Investment Money Market	\$ 14,377,125.72
CD's - Certificates of Deposit	\$ 3,004,000.00
Currency	\$ 3,863.00
Coins	\$ 4.45
Checks Not Exceeding 3 days	\$ 65,941.19
Change Funds	\$ 10,845.00
Subtotal (total in Red Book)	\$ 35,927,100.92
Reconciling Items - Deposit error	\$ 6.05
Reconciling Item	
Reconciling Item -	\$ -
Reconciling Item	
Reconciling Items-interest	\$ 94,450.85
Reconciling Item-charges	\$ (68.80)
GRAND TOTAL	\$ 36,021,489.02

JANUARY 2026 ADDITIVES	
AFLAC	\$7,771.66
AVESIS	\$1,750.07
OFFICE OF CHILD SUPPORT	\$399.00
DELTA DENTAL	\$9,837.14
FLEX ONE	\$3,131.46
PRINCIPAL LIFE INSURANCE	\$2,470.93
GARNISHMENTS	\$600.00
LOCAL TEAMSTERS	\$1,594.00
SDRS	\$121,300.42
SDRS SUPPLEMENTAL	\$4,498.55
EFTPS	\$0.00
WELLMARK	\$121,431.35
SDRS SPECIAL PAY PLAN FEE	\$207,609.54
SDRS SPECIAL PAY PLAN	\$0.00
TOTAL:	\$482,394.12

JANUARY 2026 PAYROLL	
COMMISSION/HR/VETERANS	\$76,265.53
ELECTIONS	\$0.00
FINANCE OFFICE	\$59,038.79
STATES ATTORNEY/WELFARE	\$86,978.23
EQUALIZATION	\$58,602.83
REGISTER OF DEEDS	\$23,247.33
SHERIFF'S OFFICE	\$407,556.68
CORONER	\$1,290.75
COMMUNITY HEALTH	\$2,307.04
EXTENSION	\$4,952.26
WEED	\$7,666.41
PLANNING/ZONING	\$17,779.75
HIGHWAY	\$139,964.94
EMERGENCY MANAGEMENT	\$10,879.45
BCOAC	\$19,644.43
TECHNOLOGY	\$26,675.61
TOTAL:	\$942,850.03

Be it noted, additives in the amount of \$482,394.12
and payroll in the amount of \$942,850.03
both for the month of January 2026,
were presented to the County Commission.

NO. _____

Register of Deeds'
Statement of Fees
Collected during the
Month of Jan

Filed Feb 11, 2025

County Finance Officer

By _____

Amount of Fees, \$ 36,626.00 Deputy

BROOKINGS COUNTY REGISTER OF DEEDS MONTHLY REPORT			
	JANUARY	2026	
TRANSFER FEE		\$23,524.00	
GENERAL FEES	\$8,367.00		
GENERAL FEES			
FINANCING STATEMENT	\$36.00		
LOCATION NOTICE	\$0.00		
TOTAL		\$8,403.00	
MARRIAGE LICENSE			
6 X \$40.00=		\$240.00	
VITAL RECORDS			
CERTIFIED COPIES			
BIRTH 112 X \$15=	\$1,680.00		
DEATH 142 X \$15=	\$2,130.00		
MARRIAGE 26 X \$15=	\$390.00		
TOTAL		\$4,200.00	
XEROX COPIES & DISC		\$259.00	
GRAND TOTAL		\$36,626.00	

Register of Deeds' Statement of Fees Collected during the month of January 2026

Brookings County, State of South Dakota

The sum of \$36,626.00___ in Fees has been collected by me as Register of Deeds during the Month as shown per Register of Deeds' Official Fee Book, Volume 40___ on pages 267___ & 276___

STATE OF SOUTH DAKOTA,

FB_312700- FB_312992

County of Brookings

Beverly Chapman being duly sworn, deposes and says that she is Register of Deeds in and for Brookings County, State of South Dakota: that the foregoing statement is a true and correct report of all fees collected by her as such Register of Deeds, as required by law, during the month of -- January 2026----

Beverly Chapman

Register of Deeds

STATE OF SOUTH DAKOTA,

County of Brookings

Beverly Chapman, being first duly sworn on oath, deposes and says: That she is the duly elected, qualified and acting Register of Deeds in and for Brookings County, South Dakota. That since the date of her last report or the beginning of her term of office she has charged or received as such officer, fees in the sum of \$36,626.00-----

Dated this ____11____ day of ^{Feb} January __2026____.

Beverly Chapman

Register of Deeds



Subscribed and sworn to before me this ____11____ day of ^{Feb} Feb, 2026.

Tim Schuler

Title of Officer

Be it noted, the Register of Deeds Statement of Fees
collected for the month of January, 2026
in the amount of \$ 36,626.00
was presented to the County Commission.

BROOKINGS COUNTY
CASH BALANCES REPORT
AS OF: JANUARY 31ST, 2026

FUND	ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>101-GENERAL FUND</u>					
	101-1-1010001	CLAIM ON CASH	26,064,245.48	(1,203,829.57)	24,860,415.91
	101-1-1020000	CASH CHANGE/ROD	45.00	0.00	45.00
	101-1-1020500	CASH CHANGE-TREASURER	2,600.00	0.00	2,600.00
	101-1-1021000	CASH CHANGE/24-7 SOBRIETY	50.00	0.00	50.00
	101-1-1022000	CASH CHANGE/SHERIFF COMMISSARY	0.00	0.00	0.00
	101-1-1023000	cashchange/sheriff front offic	60.00	0.00	60.00
	101-1-1024000	CASH CHANGE/BCOAC	650.00	0.00	650.00
	101-1-1030000	PETTY CASH/ZONING	100.00	0.00	100.00
	101-1-1031000	PETTY CASH/SHERIFF	100.00	0.00	100.00
	101-1-1032000	Petty Cash/States Attorney	0.00	0.00	0.00
	101-1-1033000	PETTY CASH/WAGE WORKS	7,140.00	0.00	7,140.00
	101-1-1034000	PETTY CASH/HUMAN SERVICES	0.00	0.00	0.00
	101-1-1035000	PETTY CASH/DETECTIVES	100.00	0.00	100.00
	101-1-1070000	RESTRICTED CASH	0.00	0.00	0.00
		TOTAL 101-GENERAL FUND	26,075,090.48	(1,203,829.57)	24,871,260.91
<u>201-ROAD & BRIDGE FUND</u>					
	201-1-1010001	CLAIM ON CASH	2,832,036.97	(29,463.96)	2,802,573.01
	201-1-1070000	RESTRICTED CASH/ROAD & BRIDGE	0.00	0.00	0.00
		TOTAL 201-ROAD & BRIDGE FUND	2,832,036.97	(29,463.96)	2,802,573.01
<u>207-E-911 FUND</u>					
	207-1-1010001	CLAIM ON CASH	1,260.98	46,567.99	47,828.97
	207-1-1070000	RESTRICTED CASH IN BANKS	0.00	0.00	0.00
		TOTAL 207-E-911 FUND	1,260.98	46,567.99	47,828.97
<u>226-EMERGENCY MANAGEMENT</u>					
	226-1-1010001	CLAIM ON CASH	306,711.68	(1,809.06)	304,902.62
	226-1-1070000	RESTRICTED CASH	0.00	0.00	0.00
		TOTAL 226-EMERGENCY MANAGEMENT	306,711.68	(1,809.06)	304,902.62
<u>229-DOMESTIC ABUSE FUND</u>					
	229-1-1010001	CLAIM ON CASH	1,272.35	496.00	1,768.35
		TOTAL 229-DOMESTIC ABUSE FUND	1,272.35	496.00	1,768.35
<u>248-24/7 PROGRAM</u>					
	248-1-1010001	CLAIM ON CASH	146,779.37	3,603.27	150,382.64
	248-1-1020000	CASH CHANGE	0.00	0.00	0.00
		TOTAL 248-24/7 PROGRAM	146,779.37	3,603.27	150,382.64
<u>250-ROD RELIEF FUND</u>					
	250-1-1010001	CLAIM ON CASH	67,071.64	957.18	68,028.82
		TOTAL 250-ROD RELIEF FUND	67,071.64	957.18	68,028.82
<u>252-OPIOID SETTLEMENT</u>					
	252-1-1010001	CLAIM ON CASH	11,826.07	38.36	11,864.43
		TOTAL 252-OPIOID SETTLEMENT	11,826.07	38.36	11,864.43
<u>295-RURAL ACCESS INFRASTRUCTU</u>					
	295-1-1010001	CLAIM ON CASH	1,226,055.69	0.00	1,226,055.69
		TOTAL 295-RURAL ACCESS INFRASTRUCTU	1,226,055.69	0.00	1,226,055.69
<u>301-COUNTY BUILDING FUND</u>					
	301-1-1010001	CLAIM ON CASH	1,653,023.23	5,685.77	1,658,709.00
	301-1-1060000	CASH WITH FISCAL AGENT	0.00	0.00	0.00
	301-1-1070000	RESTRICTED CASH	0.00	0.00	0.00
		TOTAL 301-COUNTY BUILDING FUND	1,653,023.23	5,685.77	1,658,709.00
<u>402-JAIL EXP DEBT SERVICE</u>					
	402-1-1010001	CLAIM ON CASH	1,532,170.91	14,505.36	1,546,676.27
	402-1-1060000	CASH WITH FISCAL AGENT	0.00	0.00	0.00
		TOTAL 402-JAIL EXP DEBT SERVICE	1,532,170.91	14,505.36	1,546,676.27

Fund Balance

January 2026

101-General Fund

Nonspendable Fund Balance-Inventory	
Assigned Fund Balance-Samara Avenue	
Assigned - BATA	
Assigned-Subsequent Years Budget	\$265,000.00
Assigned-214th street	\$5,000,000.00
Assigned-Highway Shop	\$10,000,000.00
Assigned Fund Balance-Admininstration Building	\$500,000.00
Assigned Fund Balance-Future Bridge Structures	\$4,934,673.57
Future Econ Dvlpmnt Hwy Prjcts	
20th Street overpass/interchange	
Assigned Commissioner Projects	
Assigned Sheriff Radios	
Unassigned Fund Balance	\$5,378,862.13
Total	\$26,078,535.70

201-Road & Bridge Fund

"Big" River Bridge	
"Big" Sinai Bridge	
Country Club Bridge	
Nonspendable Fund Balance-Inventory	
Restricted Fund Balance-Road Purposes	\$2,832,036.97
Restricted Fund Balance-Snow Removal	
Assigned Fund Balance-Subsequent Year's Budget	
Assigned Fund Balance-Road Purposes	
Total	\$2,832,036.97

207-E911 Fund

Total Revenues	\$46,567.99
Total Expenditures	
Restricted Fund Balance-911 Purposes	\$1,260.98
Assigned Fund Balance-911 Purposes	
Total	\$47,828.97

226-Emergency Management

Total Revenues	\$15,159.42
Total Expenditures	\$450.00
Restricted Fund Balance-Emergency Management	\$300,562.50
Assigned Fund Balance-Subsequent Year's Budget	
Assigned Fund Balance-Emergency Management	\$6,149.18
Total	\$322,321.10

229-Domestic Abuse Fund

Total Revenue	\$496.00
Total Expense	
Restricted Fund Balance-Domestic Abuse	\$1,272.35
Assigned Fund Balance-Domestic Abuse	
Total	\$1,768.35

248-24/7 Program

Total Revenue	\$3,603.27
Total Expense	
Restricted Fund Balance-24/7 Sobriety	\$146,779.37
Assigned Fund Balance-24/7 Sobriety	\$0.00
Total	\$150,382.64

250-Register of Deeds Relief Fund

Total Revenues	\$1,005.00
Total Expenditures	\$0.00
Restricted for ROD Relief Fund	\$54,114.64
Assigned Fund Balance	\$12,957.00
Total	\$68,076.64

301-County Building Fund

Restricted Fund Balance-County Building	\$1,653,034.52
Assigned Fund Balance-Courthouse Building Purposes	\$0.00
Assigned Fund Balance-Administration Building	\$0.00
Assigned Fund Balance-Bata Garage	
1921 Parking Lot	
Total	\$1,653,034.52

BROOKINGS COUNTY GENERAL FUND SURPLUS ANALYSIS January 2026 estimates

The amount of General Fund dollars that counties can retain as surplus is restricted by SDCL 7-21-18.1 which states: "The total unreserved, undesignated fund balance of the general fund may not exceed 40% of the total amount of all general fund appropriations contained in the budget for the next fiscal year." The total unreserved, undesignated fund balance of the general fund of the county as of March 31st and September 30th shall be published in the minutes of the proceedings of the board of county commissioners and reported to the Department of Legislative Audit. The report shall be on forms prescribed by the Department of Legislative audit. The following analysis should be completed as of March 31st and September 30th of each year. Thereafter, the unreserved, undesignated fund balance amount should be published in the minutes of the governing board. This analysis should also be filed with the Department of Legislative Audit.

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES:

Assets:

10100 Cash	\$ 24,860,415.91
10200 Cash Change	\$ 2,755.00
10300 Petty Cash	\$ 8,090.00
10400 Interest Bearing Accounts	
10500 Savings Certificates	
10600 Cash with Fiscal Agent	
10700 Restricted Cash in Banks	
10800 Taxes Receivable--Current	\$ 15,499,654.61
11000 Taxes Receivable--Delinquent	\$ 46,722.40
11XXX Other Receivables	\$ 3,279.97
12800 Notes Receivable	
13100 Due from Other fund	
13200 Due from Other Government	
13300 Advance to Other Fund	
14100 Inventory of Supplies	
15100 Investments	
1XXXX Other Assets	

Deferred Outflows of Resources:

19800 Other Deferred Outflows of Resources	
--	--

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

\$ 40,420,917.89 *

LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES:

Liabilities:

20100 Claims Payable	
20200 Accounts Payable	
20800 Due to Other Funds	
20900 Due to Other Governments	
21600 Accrued Wages Payable	
21820 Garnishment	
2030201 unapplied credits - county liens	
2030200 unapplied credits - jail costs	\$ (94.75)

GENERAL FUND SURPLUS ANALYSIS

GENERAL FUND SURPLUS ANALYSIS

Deferred Inflows of Resources:

25000 Unavailable Revenue--Property Taxes	\$ 15,546,377.01
25100 Unavailable Revenue--Special Assessments	
25200 Other Deferred Inflows of Resources	

Fund Balances:

27300 Nonspendable	
27400 Restricted	
27500 Committed	
27600 Assigned	\$ 20,699,673.57
27602 Capital Outlay Accumulations	
276XX	
276XX	
27700 Unassigned	\$ 4,174,962.06

**TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES
AND FUND BALANCES**

\$ 40,420,917.89

Following Year's General Fund Budget
(use current year for March analysis)

\$ 19,652,197.00

The unassigned fund balance, account 27700,
divided by the following year's General Fund budget
resulting in the fund balance percentage

21%

*Note: Total Assets and Deferred Outflows of Resources has to be equal to Total Liabilities, Deferred Inflows of Resources, and Fund Balances. Boxed #'s have to be the same.

**Note: Assigned F/B should not cause a negative unassigned fund balance. If so, may need to reevaluate assignments and/or reduce assignments to eliminate negative unassigned. Restricted fund balance can cause a negative unassigned fund balance as restrictions can not be reduced.

January 2026 Motor Vehicle Collections and Breakdowns

Grand Total MV Collected	\$932,057.95
Motor Vehicle Monies Sent to Stat	\$648,121.97
Monies That Get Apportioned	\$283,935.98

Breakdown of MV Fees within the County

	County	Townships	Towns	Totals
Wheel Tax	\$59,020.72	\$7,377.59	\$7,377.59	\$73,775.90
14% Special Highway to Townships		\$63,694.67		\$63,694.67
5% Municipal to Cities			\$21,506.31	\$21,506.31
22.5% MV to County Road & Bridge Fund	\$116,135.82			\$116,135.82
Title Fees	\$3,575.00			\$3,575.00
Lien Fees And Misc Fees to County General Fund	\$4,841.08			\$4,841.08
63.75% Mobile Home Revenue				
Total	\$183,572.62	\$71,072.26	\$28,883.90	\$283,528.78
				\$283,528.78

OTHER MONIES FROM STATE THAT WERE APPORTIONED OUT

	bank franchise	local gov hwy&bridge fund	prorate port of entry	
County	\$287,149.61	\$285,621.07	\$49,333.05	
Towns	\$106,398.65		\$10,962.90	
townships	\$22,359.57	\$11,598.23	\$31,061.55	
schools	\$631,144.73			
Water District	\$1,460.84			
TOTALS	\$1,048,513.40	\$297,219.30	\$91,357.50	\$0.00
Fine Monies	\$27,602.11	Divided among schools based on enrollment		

January 2026 Tax Breakdowns

Tax Dollars Stay With County	\$480,080.69
Advertising and Distress Warrant Fees	\$859.00
Total County	\$480,939.69
Townships	\$46,637.31
Cities	\$144,758.09
Schools	\$928,173.22
East Dakota Water	\$2,329.42
Special Assessments/road districts	\$32,288.37
TIF Collections	\$89,531.18
GRAND TOTAL TAX \$\$ COLLECTED	\$1,724,657.28

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

101-GENERAL FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	16,208,866.00	454,777.34	454,777.34	2.81	15,754,088.66
LICENSES & PERMITS	76,500.00	941.00	941.00	1.23	75,559.00
INTERGOVERNMENTAL	1,082,693.00	40,407.12	40,407.12	3.73	1,042,285.88
CHARGES FOR GOODS & SERV	2,335,650.00	243,867.84	243,867.84	10.44	2,091,782.16
FINES & FORFEITS	99,000.00	5,813.11	5,813.11	5.87	93,186.89
MISC. REVENUE	859,356.00	84,599.86	84,599.86	9.84	774,756.14
OTHER FINANCING SOURCES	29,159.00	3,940.26	3,940.26	13.51	25,218.74
DEBT	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	20,691,224.00	834,346.53	834,346.53	4.03	19,856,877.47
<u>EXPENDITURE SUMMARY</u>					
COMMISSIONERS	605,920.87	75,766.09	75,766.09	12.50	530,154.78
CONTINGENCY	683,371.00	0.00	0.00	0.00	683,371.00
ELECTIONS	215,400.34	5,375.00	5,375.00	2.50	210,025.34
JUDICIAL SYSTEM	779,000.00	48,321.32	48,321.32	6.20	730,678.68
FINANCE OFFICE	758,733.60	93,702.71	93,702.71	12.35	665,030.89
STATES ATTORNEY	939,984.69	110,242.13	110,242.13	11.73	829,742.56
TEEN COURT	60,000.00	0.00	0.00	0.00	60,000.00
COUNTY BUILDING	1,131,319.78	90,832.20	90,832.20	8.03	1,040,487.58
DIRECTOR OF EQUALIZATION	761,558.20	96,315.38	96,315.38	12.65	665,242.82
REGISTER OF DEEDS	280,535.11	34,698.20	34,698.20	12.37	245,836.91
VETERAN'S SERVICE	189,812.56	22,411.76	22,411.76	11.81	167,400.80
PREDATORY ANIMAL CONTROL	5,922.35	0.00	0.00	0.00	5,922.35
INFORMATION TECHNOLOGY	700,780.40	107,680.61	107,680.61	15.37	593,099.79
HUMAN RESOURCES	184,027.92	15,425.83	15,425.83	8.38	168,602.09
SHERIFF'S OFFICE	2,711,396.77	397,099.74	397,099.74	14.65	2,314,297.03
COUNTY JAIL	3,122,716.68	389,645.20	389,645.20	12.48	2,733,071.48
CORONER	45,074.29	2,728.20	2,728.20	6.05	42,346.09
JUVENILE DETENTION	35,000.00	296.14	296.14	0.85	34,703.86
CRIME STOPPERS	500.00	500.00	500.00	100.00	0.00
HUMANE SOCIETY	10,000.00	0.00	0.00	0.00	10,000.00
FIRE DEPARTMENT TRUST	149,600.00	149,600.00	149,600.00	100.00	0.00
DRAINAGE COMMISSION	51,300.00	8,384.23	8,384.23	16.34	42,915.77
E-911	276,758.00	0.00	0.00	0.00	276,758.00
POOR RELIEF	108,994.48	20,918.47	20,918.47	19.19	88,076.01
FOOD PANTRY	7,000.00	7,000.00	7,000.00	100.00	0.00
COMMUNITY HEALTH NURSE	37,260.86	2,527.52	2,527.52	6.78	34,733.34
WIC	0.00	0.00	0.00	0.00	0.00
BATA	55,000.00	55,000.00	55,000.00	100.00	0.00
ICAP	26,817.00	0.00	0.00	0.00	26,817.00
DOMESTIC ABUSE	55,000.00	0.00	0.00	0.00	55,000.00
OTHER SOCIAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00
BEHAVIORAL HEALTH	83,500.00	5,281.65	5,281.65	6.33	78,218.35
ADVANCE	35,000.00	0.00	0.00	0.00	35,000.00

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

101-GENERAL FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
ECMH-CD	250,000.00	0.00	0.00	0.00	250,000.00
BROOKINGS EMPOWERMENT	0.00	0.00	0.00	0.00	0.00
PUBLIC LIBRARIES	13,200.00	0.00	0.00	0.00	13,200.00
HISTORICAL MUSEUM	5,000.00	0.00	0.00	0.00	5,000.00
SENIOR COMPANION	0.00	0.00	0.00	0.00	0.00
MENTORING	6,000.00	0.00	0.00	0.00	6,000.00
BCOAC	432,753.98	66,358.06	66,358.06	15.33	366,395.92
COUNTY EXTENSION	155,791.41	6,637.67	6,637.67	4.26	149,153.74
BROOKINGS CONS DISTRICT	35,000.00	35,000.00	35,000.00	100.00	0.00
WEED CONTROL	365,460.53	31,437.15	31,437.15	8.60	334,023.38
PLANNING & ZONING	272,234.28	26,893.41	26,893.41	9.88	245,340.87
1ST DISTRICT	54,336.00	27,167.93	27,167.93	50.00	27,168.07
ECONOMIC DEVELOPMENT	105,000.00	105,000.00	105,000.00	100.00	0.00
OTHER ECONOMIC DEVELOPME	1,300.00	0.00	0.00	0.00	1,300.00
TRANSFERS OUT	3,843,836.00	0.00	0.00	0.00	3,843,836.00
TOTAL EXPENDITURES	19,652,197.10	2,038,246.60	2,038,246.60	10.37	17,613,950.50
REVENUES OVER/(UNDER) EXPENDITURES	1,039,026.90	(1,203,900.07)	(1,203,900.07)		2,242,926.97

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

201-ROAD & BRIDGE FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	700,000.00	35,562.09	35,562.09	5.08	664,437.91
LICENSES & PERMITS	8,000.00	0.00	0.00	0.00	8,000.00
INTERGOVERNMENTAL	3,052,857.95	550,671.19	550,671.19	18.04	2,502,186.76
CHARGES FOR GOODS & SERV	3,000.00	0.00	0.00	0.00	3,000.00
MISC. REVENUE	80,000.00	9,045.25	9,045.25	11.31	70,954.75
OTHER FINANCING SOURCES	<u>3,776,695.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,776,695.00</u>
TOTAL REVENUES	<u>7,620,552.95</u>	<u>595,278.53</u>	<u>595,278.53</u>	<u>7.81</u>	<u>7,025,274.42</u>
<u>EXPENDITURE SUMMARY</u>					
HIGHWAY ADMINISTRATION	7,490,552.48	617,630.05	617,630.05	8.25	6,872,922.43
	130,000.00	7,112.44	7,112.44	5.47	122,887.56
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>7,620,552.48</u>	<u>624,742.49</u>	<u>624,742.49</u>	<u>8.20</u>	<u>6,995,809.99</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.47 (	29,463.96) (	29,463.96)		29,464.43

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

207-E-911 FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INTERGOVERNMENTAL	554,000.00	46,567.99	46,567.99	8.41	507,432.01
MISC. REVENUE	1,400.00	0.00	0.00	0.00	1,400.00
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	555,400.00	46,567.99	46,567.99	8.38	508,832.01
<u>EXPENDITURE SUMMARY</u>					
911 SERVICES	555,400.00	0.00	0.00	0.00	555,400.00
TOTAL EXPENDITURES	555,400.00	0.00	0.00	0.00	555,400.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	46,567.99	46,567.99		(46,567.99)

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

226-EMERGENCY MANAGEMENT
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INTERGOVERNMENTAL	34,127.00	14,175.00	14,175.00	41.54	19,952.00
CHARGES FOR GOODS & SERV	0.00	0.00	0.00	0.00	0.00
MISC. REVENUE	2,350.00	984.42	984.42	41.89	1,365.58
OTHER FINANCING SOURCES	130,641.00	0.00	0.00	0.00	130,641.00
TOTAL REVENUES	167,118.00	15,159.42	15,159.42	9.07	151,958.58
<u>EXPENDITURE SUMMARY</u>					
EMERGENCY & DISASTER SERV	167,117.53	16,968.48	16,968.48	10.15	150,149.05
TOTAL EXPENDITURES	167,117.53	16,968.48	16,968.48	10.15	150,149.05
REVENUES OVER/(UNDER) EXPENDITURES	0.47 (	1,809.06) (	1,809.06)		1,809.53

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

229-DOMESTIC ABUSE FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LICENSES & PERMITS	7,000.00	330.00	330.00	4.71	6,670.00
CHARGES FOR GOODS & SERV	<u>3,000.00</u>	<u>166.00</u>	<u>166.00</u>	<u>5.53</u>	<u>2,834.00</u>
TOTAL REVENUES	<u>10,000.00</u>	<u>496.00</u>	<u>496.00</u>	<u>4.96</u>	<u>9,504.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DOMESTIC ABUSE	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL EXPENDITURES	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	496.00	496.00	(	496.00)

2-04-2026 11:09 AM

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

PAGE: 1

248-24/7 PROGRAM
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
CHARGES FOR GOODS & SERV	65,000.00	3,119.93	3,119.93	4.80	61,880.07
MISC. REVENUE	950.00	483.34	483.34	50.88	466.66
	<u>65,950.00</u>	<u>3,603.27</u>	<u>3,603.27</u>	<u>5.46</u>	<u>62,346.73</u>
TOTAL REVENUES	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COUNTY JAIL	65,950.00	0.00	0.00	0.00	65,950.00
TOTAL EXPENDITURES	65,950.00	0.00	0.00	0.00	65,950.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3,603.27	3,603.27	(	3,603.27)

2-04-2026 11:09 AM

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

PAGE: 1

250-ROD RELIEF FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CHARGES FOR GOODS & SERV	16,000.00	1,005.00	1,005.00	6.28	14,995.00
OTHER FINANCING SOURCES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>16,000.00</u>	<u>1,005.00</u>	<u>1,005.00</u>	<u>6.28</u>	<u>14,995.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ROD RELIEF FUND	<u>18,000.00</u>	<u>47.82</u>	<u>47.82</u>	<u>0.27</u>	<u>17,952.18</u>
TOTAL EXPENDITURES	<u>18,000.00</u>	<u>47.82</u>	<u>47.82</u>	<u>0.27</u>	<u>17,952.18</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(2,000.00)	957.18	957.18		(2,957.18)

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2026

301-COUNTY BUILDING FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TAXES	410,138.00	11,656.99	11,656.99	2.84	398,481.01
INTERGOVERNMENTAL	16,500.00	0.00	0.00	0.00	16,500.00
MISC. REVENUE	34,704.00	5,639.94	5,639.94	16.25	29,064.06
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	461,342.00	17,296.93	17,296.93	3.75	444,045.07
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COUNTY BUILDING	316,628.00	11,611.16	11,611.16	3.67	305,016.84
DEBT SERVICE	121,647.02	0.00	0.00	0.00	121,647.02
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	438,275.02	11,611.16	11,611.16	2.65	426,663.86
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	23,066.98	5,685.77	5,685.77		17,381.21

Aged Accounts Receivable Report - January 2026

County Liens

11,000 Accounts in the Report

Current	\$110,840.53
30 days	\$101,563.36
60 days	\$49,337.63
90 days	\$27,760.41
over 120 days	\$9,492,109.60
Total	\$9,781,611.53

Court Appointed Attorney Fees	\$6,583,345.14
Civil Judgement Lien	\$190,802.68
Care of Poor	\$2,658,791.49
Involuntary Mental Illness	\$7,338.47
Voluntary Mental Illness	\$196,146.06
Prisoner Meds	\$119,426.47
Restitution (psycho sexual evals)	\$196.00
Transcripts	\$24,493.52
Other	\$1,071.70
Total	\$9,781,611.53

Jail Costs

2,878 Accounts in the Report

Current	\$48,811.96
30 days	\$579.34
60 days	\$13,316.95
90 days	\$0.00
over 120 days	\$2,640,520.03
Total	\$2,703,228.28

Jail Costs	\$1,950,598.56
Prisoner Meds	\$752,629.72
Total	\$2,703,228.28

Building description and Donation contact list

Entity

Sioux Valley Electric
 ITC
 Avangrid
 Deer Creek Power Station
 Ottertail
 Brookings Rual Water
 CHS
 Novita
 Valero
 HD Electric
 Larsons
 Daktronics
 Buffalo Ridge
 Concealite Life Safety Product Inc
 Twin City Fan and Blower
 Dakota Layers
 KC Dairy
 Hilltop Dairy
 Dakota Winds Dairy (?)
 Pipestone Systems (hog confinement)
 Heiman (fire truck manufacturer)
 Royal Rive Casino

**Contact
Name**

**Contact
Number**

Building details

Looking for a three stall building with meeting room.
 Ambulance housing, training and storage
 Decontamination shower
 Meeting and Debriefing room
 office area for files and computer
 Building Plan WIP
 Building budget WIP

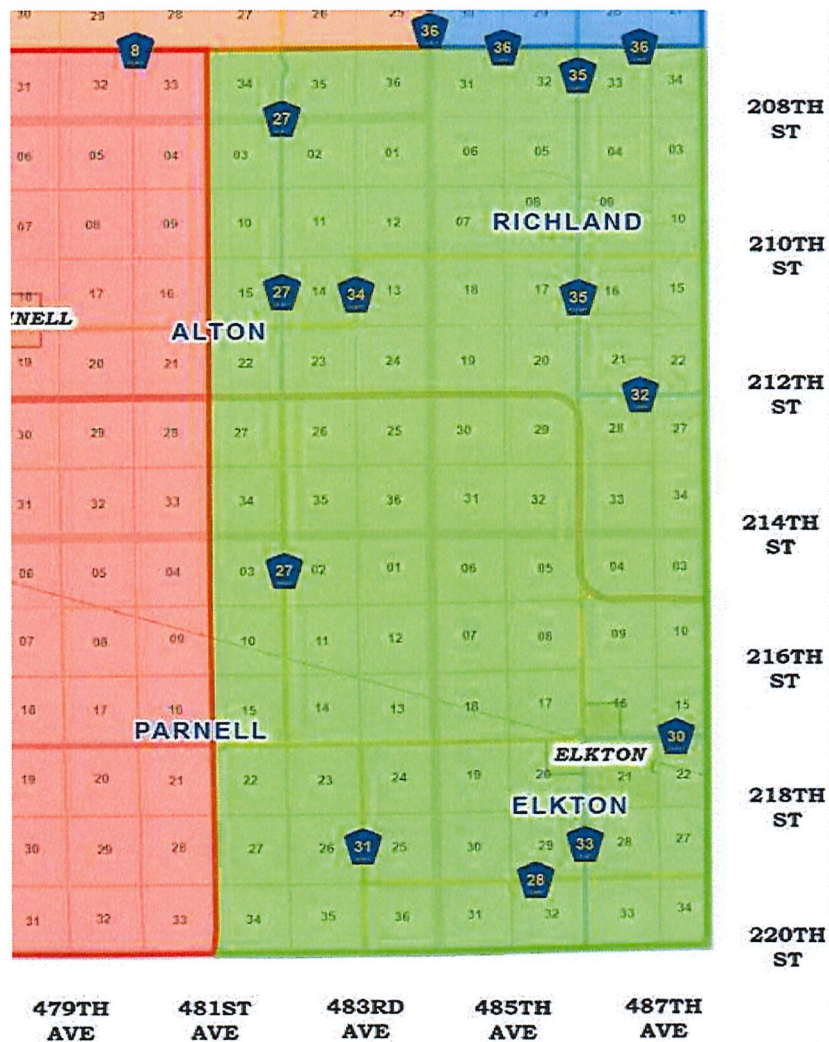
Contact info	email	cell
Berniece Stuefen	bdlarson@itctel.com	605-651-1871
Scott Stuefen	Medic04SD@yahoo.com	605-691-4332

Income Statement Summary and Projected Budget

						30-Nov-25	31-Jan-26
	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025 (YTD)</u>	<u>2026 (YTD)</u>
	\$ 35,628	\$ 34,248	\$ 31,679	\$ 30,300	\$ 40,408	\$ 42,810	\$ 41,035
Ambulance Call payments	\$ 5,136	\$ 6,854	\$ 4,449	\$ 9,049	\$ 10,296	\$ 11,108	\$ 171
Interest Earned	\$ 8	\$ 5	\$ 16	\$ 70	\$ 84	\$ -	\$ -
Grants	\$ -	\$ -		\$ -	\$ 19,052	\$ 38,915	\$ -
Fundraisers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations*	\$ 516	\$ 4,385	\$ 2,000	\$ 8,379	\$ 11,036	\$ 6,440	\$ -
Total Receipts:	\$ 5,660	\$ 11,244	\$ 6,465	\$ 17,498	\$ 40,468	\$ 56,463	\$ 171
Professional Services**	\$ 3,989	\$ 11,140	\$ 3,886	\$ 4,355	\$ 7,053	\$ 8,307	\$ -
Repairs & Maintenance	\$ -	\$ 113	\$ 1,528	\$ 157	\$ 1,074	\$ 6,282	\$ -
Supplies	\$ 2,115	\$ 2,110	\$ 1,880	\$ 2,078	\$ 7,707	\$ 5,160	\$ 358
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and wages for Ambulance staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 306	\$ -	\$ -	\$ -	\$ 19,978	\$ 33,441	\$ -
Other Expenses	\$ 784	\$ 450	\$ 550	\$ 800	\$ 2,254	\$ 5,048	\$ -
Total Disbursements:	\$ 7,194	\$ 13,813	\$ 7,844	\$ 7,390	\$ 38,066	\$ 58,238	\$ 358
End of Year Checking	\$ 25,161	\$ 22,588	\$ 19,243	\$ 29,281	\$ 31,599	\$ 43,035	\$ 40,848
End of Year Passbook	\$ 9,087	\$ 9,091	\$ 11,057	\$ 11,127	\$ 11,211	\$ -	\$ -
	\$ 34,094	\$ 31,679	\$ 30,300	\$ 40,408	\$ 42,810	\$ 41,035	\$ 40,848
Outstanding Loans		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* Donation made to the Elkton Ambulance, donation Made to Elkton Fire are not a part of our finances

**Cost of Speakers/Education/Conferences for Continuing Education, Legal documentation, and Medicare Billing Services



*this the 911 service area, in addition to 911 service, we also are dispatched to support the Elkton Fire department in their service area.

~88 section

Alton	18
Parnell	18
Elkton	22.5
Richland	26.25
Sherman	3
	87.75

2-3 911 calls per month

Elkton Fire service area extends into MN and Moody County.

25-30 calls per year

Currently have AVEL in one truck

Elkton Has been assisting in the City of Flandreau

Due to their Ambulance being is Distress
1-2 call per month to support Flandreau

Currently 13 EMTs on the crew, and expanding

* no salaries paid to crew

BROOKINGS PUBLIC LIBRARY

2025 YEAR IN REVIEW

285,883   
TOTAL CIRCULATIONS

 11,195 REGISTERED
CARD HOLDERS

170,948
PHYSICAL & DIGITAL
MATERIALS
AVAILABLE

1,421
MEETING & STUDY ROOM
SESSIONS BOOKED

SPACES INCLUDE

- LARGE MEETING ROOMS
- GROUP STUDY ROOM
- STUDY ROOMS
- MAKER LAB
- HISTORICAL ROOM



72,182 
PATRON VISITS

 1,626
NEW CARDS ISSUED

861 PROGRAMS

25,054
PROGRAM ATTENDANCE

 3,915
COMPUTER SESSIONS

36,551 PAGES
PRINTED 

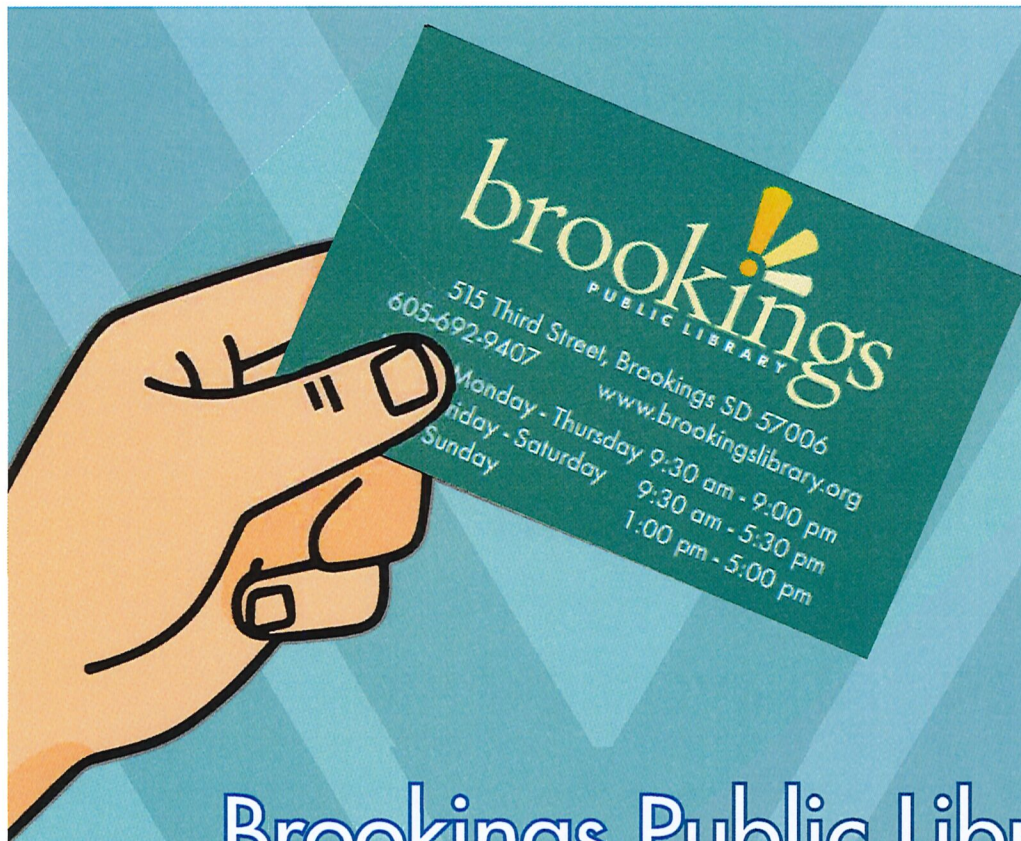
423
NOTARIZATIONS

WI-FI CONNECTIONS
1,346 

2,688
COMPUTER
USE HOURS

4,545 REFERENCE
QUESTIONS
ANSWERED

2,165 OUTREACH
ITEMS DELIVERED



Brookings Public Library patrons saved

\$5,053,789

in 2025

by borrowing instead of buying!



SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE

MAIN OFFICE
208 Island Drive
Ft. Pierre, SD 57532
MAILING ADDRESS
PO Box 91348
Sioux Falls, SD 57109

PHONE: 605.224.8654 option 2
TOLL FREE: 800.658.3633 option 2

January 2026

To: SDPAA Members
From: Lynn Bren, SDPAA Executive Director

Re: Intergovernmental Agreement Update

Greetings,

During the December 4, 2025, Board of Directors Meeting, the SDPAA voted to update the Intergovernmental Contract (IGC). The updated version of the IGC is provided with two copies of the signature page.

We would ask that an appropriate representative of your entity execute one of the IGC signature pages and return the same to our office. You may return this sheet to us in one of two ways:

1. Either scan the executed copy of the signature page to the SDPAA's general email box, with the subject line "(Name of your Entity) – IGC Signature Page."
The email address is: sdpaa@sdmunicipalleague.org.

OR

2. You may mail the original signature page to our Sioux Falls mailing address:
SDPAA
PO Box 91348
Sioux Falls SD 57109

We request that this updated signature page be returned to our office not later than March 1, 2026.

The changes to the IGC include:

- The addition of language to Article V which serves to clarify that no Member shall have more than one representative serving on the Board at any one time. This is consistent with the intent of the IGC as previously written.
- The reformatting of the content for Article IX, moving the notice rescinding paragraph to the top of the section. The relocation of this paragraph does not change or alter the prior version's language nor intent.

If you have any questions, please do not hesitate to contact me directly.
It is our privilege to serve as your partner for your Liability and Property Coverage needs.

Lynn Bren, AIC SCLA
SDPAA Executive Director
605-254-6542
lbren@sdpaa.org

**INTERGOVERNMENTAL CONTRACT
FOR THE
SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE**

This Contract is made and entered into by the undersigned who, upon execution of the Contract, will become contractually bound with all other signatories.

Whereas, the Acts of the State of South Dakota authorize and/or permit various Governmental Authorities to contract, and;

Whereas, the undersigned desires, along with other such entities, to form or join or reaffirm their membership in a local government risk pool to be known as the South Dakota Public Assurance Alliance, and;

Whereas, pursuant to the authority granted by SDCL ch. 1-24 and any acts amendatory thereto, the undersigned executes this document for purposes of joining or reaffirming membership, by virtue of an intergovernmental contract, the local government risk pool known as the South Dakota Public Assurance Alliance;

Now, therefore, the undersigned executes this Agreement in consideration for other Governmental Authorities executing this Agreement for the purpose of joining or reaffirming their membership in a local government risk pool known as the South Dakota Public Assurance Alliance. The undersigned agrees to abide by the terms and conditions of this Contract and all actions taken pursuant to this Contract. In consideration of the mutual covenants of all signatories to this Intergovernmental Contract it is agreed as follows:

ARTICLE I – NAME

The Pool created by this Contract shall be known as the South Dakota Public Assurance Alliance, hereinafter referred to as the "Alliance."

ARTICLE II – PURPOSE

The signatories hereto, together with future signatories, establish a contractual local government risk pool for the purpose of effectuating this Agreement; which Pool shall have a perpetual duration and shall continue until terminated pursuant to the terms and conditions of the Agreement. The purpose of this Agreement is to enter into an Intergovernmental Contract to form a local government risk pool, to provide for joint or cooperative action by Members relative to their financial and administrative resources for the purpose of providing risk management services and risk sharing facilities to the Members and to the Member's employees, and to defend and protect, in accordance with this Agreement, any Member of the Alliance against liability as defined under Pool Retention and in the Member's Risk Sharing Certificate. This Contract and the activities hereunder shall not constitute doing an insurance business. This Agreement is intended to create a contractual relationship and agreement between the signatories.

This Agreement shall constitute a contract among those Governmental Authorities which shall now or at any time enter into this Agreement and become Members of the Alliance.

The liability of each Member is limited to the amount of financial contributions required to be made to the Alliance pursuant to the Agreement except in the event of termination of the Alliance as described in Article XI or in the event of a deficit in the Operating Fund as provided in Article VIII.

This Agreement shall not inure to the benefit of third parties nor does any party hereto waive such sovereign or governmental immunity as may be available to it individually.

In no event shall a Member be responsible, jointly or severally, for the liabilities of any other Member except in the event of termination of the Alliance by the Alliance membership as described in Article XI or in the event of a deficit in the Operating Fund as provided in Article VIII when all Alliance Members would be responsible for a joint liability of the Alliance. In no event will an individual Member be responsible for any liabilities of any other Member.

ARTICLE III – DEFINITIONS

In the interpretation of this Agreement the following definitions shall apply unless the context requires another interpretation:

1. Acts --“Acts” shall mean such Acts of the State of South Dakota, pursuant to which this Contract is executed, as the same may be amended from time to time.
2. Administrator -- “Administrator” shall mean the South Dakota Public Assurance Alliance.
3. Agreement --“Agreement” shall mean this Intergovernmental Contract for the South Dakota Public Assurance Alliance and all of the counterparts subsequently executed
4. Alliance --“Alliance” shall be the sum of all the contracts or contractual obligations of the Members.
5. Annual Operating Contribution --“Annual Operating Contribution” shall mean those amounts necessary to fund the expenses of the Alliance.
6. Basis Rate --“Basis Rate” shall mean that amount annually promulgated by the Administrator deemed necessary to provide the Scope of Coverage afforded to a Member for the period of one year corresponding to the Risk Sharing Certificate effective date with due consideration to the Member’s individual characteristics.
7. Board --“Board” shall mean the Board of Directors of the South Dakota Public Assurance Alliance.
8. Casualty Coverage --“Casualty Coverage” shall mean the coverage afforded a Member for Casualty Risk, pursuant to the Member’s Risk Sharing Certificate and subsequent amendments and/or endorsements thereto.
9. Casualty Risk --“Casualty Risk” shall mean General Liability, Government Officials Liability, Law Enforcement Liability, Automobile Liability and other similar coverages usual to a Governmental Authority.
10. Claims Administrator --“Claims Administrator” shall mean any entity with whom the Administrator enters a contract for claims services.
11. Contract(s) --“Contract(s)” shall mean this Agreement and all of its counterparts.
12. Governmental Authority --“Governmental Authority” shall mean a public agency or any joint power agreement or separate entities consisting entirely of public agencies as defined in the Act.
13. Limits of Coverage --“Limits of Coverage” shall mean the limits of coverage established by any applicable coverage document, the Risk Sharing Certificate, and any other document or agreement that establishes and controls limits of various coverages provided to the Member.
14. Member --“Member” shall mean a Governmental Authority participating in the South Dakota Public Assurance Alliance by executing this Agreement.
15. Member’s Contribution --“Member’s Contribution” shall mean all amounts paid by Members and allocated to the Operating Fund.

- 16. Operating Fund --“Operating Fund” shall mean those amounts allocated to and designated as “Net Assets-Unrestricted” in the Alliance’s financial statements, as a result of increasing such amounts by the Annual Operating Contribution and investment income, and subtracting the expenses of the Alliance.

- 17. Pool --“Pool” shall mean the cumulative funds collected under this Contract and the contractual activities conducted hereunder, also sometimes referred to as the Alliance. The Pool is the sum of all Members’ funds and contractual duties, benefits and obligations.

- 18. Pool Retention --“Pool Retention” shall mean the amount that the Board may determine to retain as a designated retention from time-to-time.

- 19. Property Coverage --“Property Coverage” shall mean the coverage afforded a Member for Property Risk, pursuant to the Member’s Risk Sharing Certificate and subsequent amendments and/or endorsements thereto.

- 20. Property Risk --“Property Risk” shall mean Property, Vehicle Physical Damage, Inland Marine, Crime, Boiler and Machinery, and other similar coverages usual to a Governmental Authority.

- 21. Risk Sharing Certificate --“Risk Sharing Certificate” shall mean that document provided a Member evidencing the scope, nature, term, and limits of participation in the Alliance.

- 22. Scope of Coverage --“Scope of Coverage” shall mean the coverage, limits, and deductibles as established and defined in this agreement, any applicable separate coverage document, the Risk Sharing Certificate, and any other applicable document defining or establishing such terms, and subsequent amendments thereto.

ARTICLE IV – MEMBERSHIP

Contractual membership of the Alliance shall consist of Governmental Authorities who have entered into this Agreement or its counterpart by and through an individual duly authorized to execute this Agreement, and who have agreed to make the Member’s Contribution pursuant to the further provisions hereof. Members agree to the admission of future Members and acknowledge that they shall have no right to object to the addition of such Members provided they are admitted in accordance with the terms hereof. This Agreement shall be automatically renewed unless the provisions for withdrawal or termination are applied.

Each Member shall appoint an individual and an alternate to represent the Member with the Alliance. That individual or alternate shall act as a liaison between the Member and the Alliance for purposes of relating risk reduction and loss control information, and any other information or instructions concerning the obligations of the Member imposed by this Agreement and the rules and regulations established hereunder. The individual or alternate shall cast, on behalf of the Member, any vote which the Member is required or permitted to cast.

The obligations of Members of the Alliance shall include, but not necessarily be limited to, the following:

1. To promptly report to the Administrator or designated Claims Administrator any incident which could result in a claim being made by or against the Member within the Scope of Coverage.

2. To cooperate with and institute to the degree possible all loss prevention procedures established by the Administrator.

3. To provide to the Administrator such information as needed for rating purposes, including but not limited to, a completed renewal packet and any supplement questionnaires, as requested, and a budget approved by

Member's governing body of all revenues and expenditures for any fiscal year of the Member requested by the Administrator.

4. To provide representatives of the Administrator access to all records, including financial records and/or properties of the Member, provided the Administrator determines the information or access is necessary.
5. To cooperate with the Administrator and any employee, officer or independent contractor relating to the purpose and powers of the Alliance.
6. To allow attorneys and others employed by the Administrator to represent the Member in investigation, settlement, and all levels of litigation arising out of any claim made against the Member within the Scope of Coverage furnished by the Alliance.
7. To pay when due all annual contributions or other contributions, due or required, pursuant to this Agreement.

ARTICLE V – BOARD OF DIRECTORS

1. Administration of the Contract(s). The administration of this Contract(s) and management of the Alliance shall be governed by a Board of Directors of eleven (11) members comprised of six (6) municipal representatives, three (3) county representatives and the Executive Directors of the South Dakota Municipal League and the South Dakota Association of County Commissioners.
2. Qualifications of Members of the Board. Members of the Board shall be either:
 - a. Elected officials of an Alliance Member provided the governing board of the Member in question has supported their appointment or candidacy by Resolution; or
 - b. Representatives, employees or appointed officials of an Alliance Member provided the governing board of the Member in question has supported their appointment or candidacy by Resolution; or
 - c. No Member may support the appointment or candidacy of more than one person to the Board in any given year. If such person is later unable to assume office as a member of the Board for any reason, then this prohibition shall not apply.
 - d. At no time shall any Member be allowed more than one representative on the Board of Directors.
 - e. The Executive Directors of the South Dakota Municipal League and the South Dakota Association of County Commissioners are qualified by the nature of their respective positions and shall remain standing members of the Board.
3. If a Board member initially appointed or elected to the Board based on their status as an elected or appointed official, or employee of a Member leaves office or employment with that Member during their term, they may continue to serve and complete their current term unless and until they resign, are removed pursuant to the terms and conditions of this Article, or until such time as the Member which initially sponsored their appointment or candidacy revokes their resolution of support in writing. Such revocation must be in writing or by electronic communication and in the form of a resolution of revocation. It must be provided to the Chair and Vice-Chair by the sponsoring Member. Such revocation shall create a vacancy to be filled pursuant to the provisions of Article V, Paragraph 5.

This provision shall not supersede Article V, Paragraph 2 (d).

4. A Board member initially appointed or elected to the Board based on their status as a representative of a Member may serve unless and until they resign, are removed pursuant to the terms and conditions of this Article, or until such time as the Member which initially sponsored their appointment or candidacy revokes their resolution of support in writing. Such revocation must be in writing or by electronic communication by and in the form of a resolution of revocation. It must be provided to the Chair and Vice-Chair by the sponsoring Member. Such written revocation shall create a vacancy to be filled pursuant to the provisions of Article V, Paragraph 5.

This provision shall not supersede Article V, Paragraph 2 (d).

5. Eligibility and Vacancies. The Board shall be the judge of the election and qualifications of its members and of the grounds for their forfeiture of office. The Board may remove any Board member for cause as determined by a 2/3 vote of the entire Board. "For cause" shall include but not be limited to a Board member having excessive absences from the meetings of the full Board or any other instance where a Board member's continued service has become untenable by the sole determination of a 2/3 vote of the Board. Such removal for cause of a Board member shall then be deemed a vacancy as described by this Article. Should the number of members of the Board become reduced due to disqualification, death, incompetence, resignation or other cause, the remaining members of the Board may appoint a person or persons to fill such a vacancy or vacancies until the time of the next annual meeting of the South Dakota Public Assurance Alliance so that the Board shall be maintained numerically during that time. At the next annual meeting of the South Dakota Public Assurance Alliance, the Nominating Committee of the Board of Directors shall recommend one candidate to fill each vacant position on the Board for the remainder of the term left open and Member entities of the South Dakota Public Assurance Alliance present at that annual meeting shall vote on the candidate recommended by the Nominating Committee in the manner described in paragraph 6 below. Any member of the Board may resign by sending notice of his/her resignation to the Chair of the Board and the Administrator.
6. Election and Term of Members of the Board. An election shall be held at the annual meeting of the South Dakota Public Assurance Alliance to fill any Board position that is open, or will become open as the result of an expiring term or vacancy as described in this Article. Applications for all open positions to be filled at such an election shall be submitted in writing to the Nominating Committee of the Board of Directors at least thirty (30) days prior to the date of the South Dakota Public Assurance Alliance annual meeting in question. The Nominating Committee will consider all applications received and recommend one candidate to fill each open Board position. The election held at the annual meeting of the South Dakota Public Assurance Alliance shall be determined by a majority of those Alliance Member entities present and voting at the annual meeting with each Member entity having one vote. A candidate recommended by the Nominating Committee and nominated at the annual meeting shall be deemed elected if he/she receives more than 50% of the votes cast by those Member entities present and voting at the election. If the candidate nominated fails to receive a majority of votes cast at the election then the Nominating Committee shall recommend a second person to stand at election at the same annual meeting. Board members elected at such an election shall take office on the following January 1. All Board members shall be elected to a three (3) year term. A Board member may be removed for just cause by a majority vote of the Board of Directors. There shall be no prohibition on election to successive terms.
7. Meetings of the Board. The Board of Directors shall hold its annual meeting in conjunction with the annual meeting of the South Dakota Municipal League. The Board shall meet a minimum of four (4) times per year and at such other times as called by the Chair. Any item of Alliance business may be considered at such meetings. Special meetings may be called by the Chair or by a majority of the Board of Directors. Meetings may be held by teleconference through any audio or video medium.
8. Executive Committee. The Executive Committee shall be comprised of five (5) members including the three officers elected by the Board, one at-large Board member selected by a majority vote of the Board and the Executive Director of the South Dakota Municipal League. The Committee shall be chaired by the Chair of the Board. The Committee shall inform and direct the Executive Director of the South Dakota Public Assurance Alliance on Board policy and shall make recommendations to the Board as it deems necessary for the prudent operation and management of the Alliance.
9. Officers. By majority vote, the Board of Directors, at its December Board meeting or at a Special Meeting held for the purpose of such election, shall select from the members of the Board, a Chair, Vice-Chair, and Secretary/Treasurer.

ARTICLE VI – POWERS AND DUTIES

The Board of Directors shall be permitted and the undersigned authorizes it to perform and carry out, or delegate to others to perform and carry out, on behalf of the undersigned, each and every act necessary, convenient or desirable to, and for carrying out the purpose of this Contract and the Alliance, including but not limited to:

1. Administer the Alliance, receive Member's Contributions (contracted obligations) to the Alliance, and settle and pay claims and losses on behalf of its Members;
2. Make and enter into contracts to conduct and operate the Alliance;
3. Employ employees and agents on behalf of the undersigned;
4. Incur liabilities and charges against the common funds of the Alliance, but no charge, liability or obligation so incurred shall be the charge, liability or obligation of any individual party to this Agreement;
5. Sue or be sued in the Member's name or collective names, and defend such claims;
6. Acquire, or dispose of real and/or personal property;
7. Advise Members on loss control guidelines and procedures, and provide Members with risk management services, loss control, and risk reduction information;
8. Purchase for the Members reinsurance and/or excess insurance and/or enter into such excess risk sharing pools as may be available and deemed desirable for the protection of the Members and/or the Alliance itself;
9. Invest, on behalf of the Members, Alliance funds in securities and investments in a prudent and lawful manner;
10. Promulgate procedures and regulations for the general administration of this Contract(s);
11. Take such action as is necessary to terminate the participation/contract of any Member that fails to comply with the reasonable requirements of the Administrator concerning contractual obligations;
12. Provide surety and/or fidelity bonds, as may be available, for members of the Board, and all persons charged with the custody or investment of Alliance monies.

ARTICLE VII – LIABILITY OF THE BOARD OF DIRECTORS, ADMINISTRATOR, OR EMPLOYEES

The members of the Board of Directors, the Administrator, its directors, officers, and employees shall:

1. Use reasonable and ordinary care in the exercise of their duties hereunder;
2. Be afforded all of the privileges and immunities that may attach under any applicable law;
3. Not be liable for, and be held harmless and defended by the undersigned and from Alliance funds, for any act of negligence, any mistake of judgment or any other action made, taken or omitted in good faith;
4. Not be liable for any loss incurred through investment of funds or failure to invest such funds.

The Administrator may purchase, subject to availability and cost, insurance providing coverage for the Board of Directors, its officers and members, the Administrator, its directors, officers, and employees.

The undersigned shall and the funds of the Alliance shall be used to hold harmless and defend the Board of Directors, its officers and members, the Administrator, its directors, officers, and employees for any act or omission taken or omitted in good faith by the Board of Directors, its officers and members, the Administrator, its directors, officers, and employees. The hold harmless and indemnity provisions of the undersigned shall be joint and several with all signatories to this Contract; provided, however, this obligation shall be considered an expense of the Alliance and in no event shall any individual signator be liable for more than its pro rata annual contribution herein except in the event of termination of the Alliance as described in Article XI or in the event of a deficit in the Operating Fund as provided in Article VIII. Nothing contained herein shall be construed as to require the undersigned to hold harmless or defend any party from any act done in bad faith or any breach of a fiduciary duty.

No covenant or agreement contained herein shall be deemed to be the covenant or agreement of any member of the Board of Directors or the Administrator nor any of its employees and none of such persons shall be subject to any personal liability or accountability by reason of the acceptance of a position or the undertaking of the performance of any of the responsibilities, obligations or duties contemplated in the carrying out of this Agreement, whether by virtue of any construction, statute or rule of law.

ARTICLE VIII – ESTABLISHMENT OF OPERATING FUND

1. The Board shall establish a budget which shall consist of Member's Contributions in amounts not less than the Administrator deems sufficient to annually produce the sum of money reasonably necessary to fund the expenses and any deficiencies which may occur in the Alliance's Operating Fund regulatory authority; the sum of which shall be known as the Annual Budget.
2. Thirty (30) days prior to the Alliance's fiscal year end, or at such other time as directed by the Board, the Administrator shall prepare an Annual Budget for the succeeding fiscal year. The Annual Budget shall be used to assist in determining the annual rates for the Alliance. The rates determined by the approval of the Annual Budget by the Board of Directors are used to determine the contributions for each Member, based on their exposures. Members' Annual Operating Contributions will be determined on an individual basis, based on detailed analysis of exposures and for a one (1) year period from their Risk Sharing Certificate effective date of coverage.
3. In the event that the Operating Fund becomes deficient during any Alliance fiscal year, the Alliance shall liquidate any and all assets and continue to pay claims and losses incurred within the Scope of Coverage and pursuant to the Risk Sharing Certificate until all funds of the Alliance are exhausted. After such time, all coverages and payment of valid claims shall be the sole and separate obligation of each individual Member.

ARTICLE IX – MEMBER'S WITHDRAWAL, CANCELLATION, OR TERMINATION

1. Members agree to continue membership for a period of not less than one (1) full year. At the conclusion of such period, or anniversary thereof, a Member who has given sixty (60) days prior written notice to the Alliance may withdraw. A Member who has not given sixty (60) days prior written notice to the Alliance to withdraw may not withdraw for an additional one (1) full year.

Anything contained in this Agreement to the contrary notwithstanding, a Member that has given notice of withdrawal may rescind said notice provided written notice of rescission is sent to the Alliance within the sixty (60) day period and provided further all contributions required from said Member are made in a timely fashion.

Anything contained in this Agreement to the contrary notwithstanding, a Member's election to cease participation in the Alliance for Property Coverage shall not constitute a withdrawal under any other terms and conditions of the Agreement. Property Coverage applies only to losses or claims which occur prior to the termination date. All rights for reimbursement or any right to claims against the Alliance shall terminate for Property losses which occur after the termination date.

Effective 12:01 a.m. on the date of the withdrawal and notwithstanding anything contained to the contrary within this Agreement or attachments hereto or the Risk Sharing Certificate issued pursuant to this Agreement, payments for all unknown Casualty Coverage claims or claims expense shall thereafter become the sole responsibility of the withdrawing Member unless the claim was reported prior to the withdrawal of the Member's participation in the Alliance.

Effective 12:01 a.m. on the date of the withdrawal and notwithstanding anything contained to the contrary within this Agreement or attachments hereto or the Risk Sharing Certificate issued pursuant to this Agreement, payments for all Property claims and claim expense incurred thereafter shall become the sole responsibility of the withdrawing Member. Any Property claim reported in a timely manner not to exceed sixty (60) days after its occurrence shall be covered by the Alliance if the claim occurred during the period the Risk Sharing Certificate was in effect and if coverage is otherwise available under the Risk Sharing Certificate.

The Alliance will continue to service all claims which have been reported to the Alliance during the withdrawing Member's period of participation. Payment of all claims so serviced by the Alliance for the withdrawing Member shall be made by the Alliance.

2. The Alliance may, by a two thirds (2/3) majority of the Board and by providing a Member sixty (60) days prior written notice, cancel that Member's participation in the Alliance and terminate its Intergovernmental Contract effective at the end of any Risk Sharing Certificate year. Thereafter, it shall be the responsibility of the Alliance to defend, settle, and pay claims within the scope and limits set forth in the cancelled Member's Risk Sharing Certificate in effect on the date of the occurrence out of which such claim arose. This provision shall apply solely to claims which occurred during a Member's participation and evidenced by the Member's Risk Sharing Certificate. The cancelled Member shall have the right, prior to the actual date of cancellation, to withdraw from the Alliance by giving notice of such withdrawal. Electing to so withdraw, the Member shall be subject to the provisions of paragraph one (1) of this Article.
3. Any Member failing to make payments when due as required by this Agreement shall be terminated from the Alliance effective on the date the payment was due and upon that effective date of termination all coverages and benefits hereunder shall cease. All known and unknown claims and claims expenses thereafter shall become the sole responsibility of the terminated Member without regard to whether a claim occurred or was reported prior to the termination of the Member's participation in the Alliance. At the request of the terminated Member, the Alliance will continue to service all claims which have been reported to the Alliance during the terminated Member's period of participation so long as the terminated Member shall promptly reimburse the Alliance for all claims the terminated Member and the Alliance shall incur no liability for payment of claims by virtue of servicing claims under the terms of this paragraph. If the Member shall subsequently submit its payment, the Administrator may, in its discretion, reinstate such membership.
4. Any Member who elects to withdraw pursuant to Paragraph 1 of this Article is prohibited from rejoining the Alliance for a period of two years.

ARTICLE X – SCOPE OF RISK SHARING PROTECTION

1. The Alliance provides risk sharing protection to each Member and will make or secure payment on behalf of each Member under criteria and procedures established for the payment of claims as provided in the Member's Risk Sharing Certificate. As long as a Member continues to renew its annual Risk Sharing Certificate, any claim that occurred during the period the Risk Sharing Certificate is in effect shall be considered for payment as provided in the Member's Risk Sharing Certificate.
2. The Alliance may obtain excess insurance, reinsurance, or join in excess risk sharing pools.
3. In the event that a claim or series of claims exceeds the amount of the risk sharing protection provided by the Member's Risk Sharing Certificate, or in the event that a claim or a series of claims should exhaust the Operating Fund and any reinsurance, then payment of valid claims shall be the sole and separate obligation of the individual Member or Members against whom the claim was made and perfected by litigation or settlement.
4. A Member may purchase, in its sole discretion, any insurance coverage in addition to those amounts purchased by the Alliance.
5. The Board may make changes in the Scope of Coverage, the amount of risk sharing protection or risk sharing retention by the Alliance upon consideration of the needs and requirements of Members, loss experience, and/or the kind and amounts of reinsurance or other excess coverage available. Where the Board takes such action, immediate notice after taking of such action shall be sent to all Members or their representatives.

ARTICLE XI – TERMINATION

The Alliance shall terminate at such time as two-thirds (2/3) of the municipal and county Members vote for such termination. After a vote to terminate, the Board shall commence with the orderly liquidation of the Alliance's business and shall complete the same as promptly as possible. During such period of liquidation the Alliance shall continue to pay claims and losses incurred within the Scope of Coverage and pursuant to the Risk Sharing Certificate until all funds of the Alliance are exhausted. After payment of all claims and losses, any remaining funds held by the Alliance shall be paid to all Members of the Alliance at the time of the vote of termination, on a pro rata basis determined by the Board.

To the extent of the existence of funds in the Operating Fund, no Member shall be responsible for any claim, claims, judgment or judgments against any other Member or Members. If upon termination of the Alliance the remaining assets of the Alliance are insufficient to satisfy indebtedness of the Alliance (excluding claims or judgments against the Members), such deficiency shall be made up by assessments against Members of the Alliance on a pro rata basis determined by the Board

ARTICLE XII – MISCELLANEOUS PROVISIONS

1. The provisions of this Agreement shall be interpreted pursuant to the laws of the State of South Dakota.
2. The parties hereto consent that courts in the State of South Dakota shall have jurisdiction over any dispute arising under this Agreement. The terms of this Agreement may be enforced in a court of law in the State of South Dakota either by the Alliance or by any Member.
3. The consideration for the obligations imposed upon Members pursuant to and under this Agreement shall be based upon the mutual promises and agreements of all Members who now execute or who hereinafter execute this Agreement.
4. This Agreement may be executed in duplicate originals or counterparts now or at any time in the future. The individual executing this Agreement on behalf of the participating Member hereby represents and certifies that he/she is duly empowered to so execute this document.
5. No waiver of any breach of this Agreement or any provisions herein contained shall be deemed a waiver of any preceding or succeeding breach thereof or of any of the other provisions herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligations or acts.
6. This Agreement shall be binding and shall inure to the benefit of all Members who shall have executed this Agreement and complied with the financial requirements hereunder and provided that the Members shall have been duly approved in accordance with the terms and provisions of this Agreement.
7. The provisions of this Agreement shall be deemed severable and if any provision or part thereof is held illegal, void or invalid under applicable law, such provision or part may be changed to the extent reasonably necessary to make the provision or part, as so changed, legal, valid or binding. If any provision of this Agreement is held illegal, void or invalid in its entirety, the remaining provisions of this Agreement shall not in any way be affected or impaired but shall remain binding in accordance with their terms and this Agreement shall be so interpreted.
8. This Agreement and the Risk Sharing Certificate contain the complete Agreement between the parties and no representations or oral statements made or heretofore given shall constitute a part of this Agreement. In the event that any provision of this Agreement is in conflict with or is incompatible with such, the terms and conditions of this Agreement shall prevail and take precedence.
9. This Agreement may be altered or amended only by amendments duly adopted in accordance with the terms and conditions of this Agreement; provided, however, that the Risk Sharing Certificate may be amended from time to time to reflect the exposures of each Member and such changes shall be exempted from the preceding terms of this paragraph.
10. The caption headings used in this Agreement are used merely for identification purposes and shall not be deemed a part of this Agreement.

11. Whenever in this Agreement words, including pronouns, are used in the singular or plural, or masculine or feminine, they may be read and construed in the plural or singular, or feminine or masculine, respectively, wherever they so apply.
12. This Agreement may be amended by the Board with the approval of two-thirds (2/3) of the members of the Board. All Members agree to properly execute and adopt amendments so approved. The payment of the Member's Contribution to the SDPAA for the upcoming year shall be deemed consent of that Member to the terms and conditions of this Agreement and any Amendments thereto.
13. The Board may, with the approval of two-thirds (2/3) of the members of the Board, elect to reform or reconstitute the Alliance to a stock, mutual, or reciprocal insurance company operating as a captive, Risk Retention Group, or other risk sharing entity.
14. The Alliance shall maintain a fiscal year ending December 31.

ARTICLE XIII – AGENT AND OFFICE

The agent of the Alliance for service of notice shall be the Administrator, South Dakota Public Assurance Alliance, 208 Island Drive, Ft. Pierre, SD 57532.

ARTICLE XIV – NOTICE

All notices required to be given under this Agreement pursuant to Article IX shall be in writing and sent by certified mail, return receipt requested, with postage prepaid. Notices by a Member to the Alliance under Article IX shall be sent to the address in Article XIII to the attention of the Administrator. Notices to any Member under Article IX shall be sent to the representative of the Member at the Member's last known address.

Notices to be given under this Agreement pursuant to Article X, 5. shall be sent to all Members or their representatives following Board action at their last known address or their last known electronic address.

In the event that any party to this Agreement desires to change its address, notice of change of address shall be sent to the other party in accordance with the terms and provisions in this Article.

In Witness whereof, this Agreement was executed on the _____ day of _____, in the year _____, by the undersigned duly authorized officer of the Governmental Authority indicated below:

GOVERNMENTAL AUTHORITY

SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE

Name of Entity: Brookings County

By: _____

By:  _____

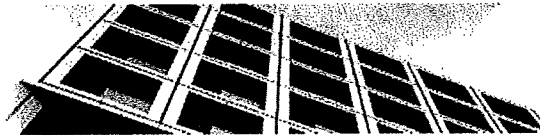
PRINT NAME: _____

TITLE: Executive Director
ADMINISTRATOR ON BEHALF OF ALL OTHER
CURRENT AND FUTURE SIGNATORIES

TITLE: _____



TRANE



Trane U.S. Inc.
6225 S Pinnacle Place, Suite 101
Sioux Falls, SD 57105
Phone: (605) 336-8500
Fax: (605) 336-0824

January 22, 2026

Brookings County
2810 22nd Ave S
Brookings, SD 57006-5700

Site Address:
Brookings County Outdoor Adventure Center
2810 22nd Ave S
Brookings, SD 57006

ATTENTION: Scott Smith

SUBJECT: Continuation of Service Agreement at Brookings County Outdoor Adventure Center – 3 Years

Your existing 3 year Trane Service Agreement 7430541 is scheduled for renewal on December 1, 2026. To assure that there will be no interruption of service and benefits to Brookings County your 3 year Service Agreement 8559464 renewal will be extended through November 30, 2029. The adjusted Service Fees for the renewal term is set forth in the following table:

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1: 12/1/26 to 11/30/27	\$26,660.00	\$26,660.00	Annual
Year 2: 12/1/27 to 11/30/28	\$28,126.00	\$28,126.00	Annual
Year 3: 12/1/28 to 11/30/29	\$29,673.00	\$29,673.00	Annual

The Annual Amount and Payment information set forth above DO NOT include applicable sales tax. Applicable sales taxes will be included upon generation of the invoice for the renewed Service Agreement. Payment of applicable sales tax is the responsibility of the Customer.

If there is any reason why this Service Agreement should not be extended through this period, please notify Trane in writing 30 days prior to the renewal date indicated above. If so notified, Trane can continue at your discretion to provide services beyond the renewal date at our standard time and material rates.

SCOPE OF SERVICE

The Scope of Service for the new agreement period will be:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Tracer SC Building Automation	1	Trane	BMSC000AAA	E13G62261	BAS

Service Description

Initial Mapping and Tuning of Analytics and Data in Cloud - Remote (Service 1)
Connected Building Controls Operating Inspection - Remote (Service 2)

Quantity Per Term

1
6 (2 per yr)

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air Cooled Condensing Unit	1	Trane	4TTB3018G1	13112JY53F	ACCU East
Air Cooled Condensing Unit	1	Trane	4TTB3018G1	131435BD3F	ACCU

Service Description

Cooling Operational Inspection + Condenser Coil Cleaning

Quantity Per Term

3 (1 per yr)

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Gun Range Filter Housing AHU	1	Trane	CSAA026UAD	K13C21126	Gun Range AHU

Service Description
Replace Dynamic Air Filters
Replace 2" Air Filters

Quantity Per Term
3 (1 per yr)
12 (4 per yr)

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Commercial Packaged Rooftop	1	Trane	YHC037E3RL	211110848L	RTU 1
Commercial Packaged Rooftop	1	Trane	YHC102E3RH	131513323L	RTU-4
Commercial Packaged Rooftop	1	Trane	YHD150F3RH	131210819D	RTU-5
Commercial Packaged Rooftop	1	Trane	YSC048E3RH	131511513L	RTU-3
Commercial Packaged Rooftop	1	Trane	YSD150F3RH	131210756D	RTU-2

Service Description
Initial Connected Building Digital Setup (Service 3)
Connected Mechanical Digital Inspection (Service 4)
Replace 2" Air Filters
Cooling Operational Inspection + Replace 2" Air Filters
Heating Operational Inspection + 2" Air Filters + Replace Belt (if needed & applicable)
Condenser Coil Cleaning

Quantity Per Term
1
6 (2 per yr)
6 (2 per yr)
3 (1 per yr)
3 (1 per yr)
3 (1 per yr)

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Furnace	1	Trane	TAM4A0A18S	13122J50AV	Furnace West
Furnace	1	Trane	TUH1B040A9	13161NLW2G	Furnace East

Service Description
Operational Inspection + Replace 1" Air Filter

Quantity Per Term
12 (4 per yr)

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Makeup Air Handler Gun Range	1	Trane	OA3D480A3	221472-1-1	Fresh Air Unit Gun Range

Service Description
Cooling Operational Inspection + Replace 2" Air Filters + Condenser Coil Cleaning
Heating Operational Inspection + Replace 2" Air Filters
Replace Air Filters

Quantity Per Term
3 (1 per yr)
3 (1 per yr)
6 (2 per yr)

TERMS & CONDITIONS

Terms & Conditions for the renewal period are attached.

CLARIFICATIONS

If Brookings County accounting procedures require a purchase order for the renewal term, please provide your purchase order number to Trane no less than 30 days prior to the renewal date.

We value your business and look forward to continuing to serve and contribute to your organization's success.

Sincerely,

Alex Powell
Account Manager
Trane

TARIFFS

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

CUSTOMER ACCEPTANCE

Authorized Representative

Printed Name

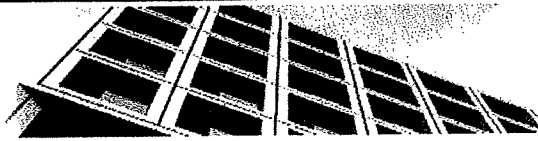
Title

Purchase Order

Acceptance Date



TRANE



CONNECTED CUSTOMER SERVICE FLOWS

The following Customer Service Flows provide additional service description detail for Covered Equipment.

Service 1: Initial Mapping and Tuning of Analytics and Data in Cloud - Remote

Description

- Mapping and Tuning - Data points are mapped and analytics are tuned to match custom nature of customer's building automation system to maximize value of advanced analytics package.

Service 2: Connected Building Controls Operating Inspection - Remote

Description

- Technician Check In - Technician checks in with customer to discuss scope of work for that day and any customer concerns or information.
- Hardening Report - Technician runs cybersecurity hardening report for the system controller(s).
- Alarm Routing - Technician checks that existing alarm routing configuration is correct and that alarms are routing to correct people within organization as appropriate.
- Device Communication Check - Technician checks device communication links, analyzes for communication failures or intermittent communication, and captures current state.
- User Access Review - Technician reviews list of users with access to the BAS/BMS/Trane Connect and captures current state.
- User Override Report - Technician runs a user override report to determine what overrides are currently in place for the system.
- Building Schedule and Area Review - Technician reviews current building schedules and captures current state.
- Alarm Log Review - Technician reviews alarm log and captures current status.
- Building Analytics - Technician reviews building analytics to ensure design operation of systems and identify any operational anomalies based on what analytics are reporting.
- Service Advisories - Technician runs Exception History Report and documents their findings.
- Additional Item Identification - Technician identifies items that require further investigation and provides quotes as needed.
- Document Findings in Trane Connect - Technician captures any findings and uploads into Trane Connect for customer visibility.
- Finalize Field Report - Technician documents work in customer field report.
- Checkout with Customer - Technician discusses work with customer and discusses any next steps that they recommend.

Service 3: Initial Connected Building Digital Setup

Description

- Login to Trane Connect and Command Center
- Verify Automated Tests and Performance Report

Service 4: Connected Mechanical Digital Inspection Description

- Run and Review Performance Report
- Review Analytics
- Review Performance Charts
- Upload Report and Charts in XO

TERMS AND CONDITIONS - SERVICE

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

1. **Agreement.** These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Trane Digital Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. **Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. **Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

4. **Fees and Taxes.** Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

5. **Payment.** Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

6. **Customer Breach.** Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

7. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

8. **Customer Obligations.** Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

9. **Exclusions.** Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

10. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

11. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING TRANE DIGITAL SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

13. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.

15. Insurance. Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

16. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the

necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. Maintenance Services Other Than Solely Scheduled Service. If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

18. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

19. Federal Requirements. The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

20. Export Laws. The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

21. U.S. Government Services. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations, and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver or its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0325)
Supersedes 1-26.130-7 (0225)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:
"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.
"Equipment" shall have the meaning set forth in the Agreement.
"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "Personal Data" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.
"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.
"Services" shall have the meaning set forth in the Agreement.
2. **HVAC Machine Data: Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. **Customer Data: Confidentiality.** Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. **Customer Data: Compliance with Laws.** Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "Laws").
5. **Customer Data: Information Security Management.** Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("Information Security Program"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. **Monitoring.** Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. **Audits.** Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. **Information Security Contact.** Trane's information security contact is Local Sales Office.
9. **Security Incident Management.** Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. **Threat and Vulnerability Management.** Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. **Security Training and Awareness.** New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as

appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.

12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2



Trane

6225 S Pinnacle Pl Ste 1

Sioux Falls SD, 57108

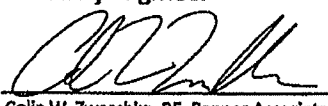
To Whom it may concern,

The work proposed by Trane for the servicing of the HVAC Units, and Dynamic air filters for the gun range must be completed by Trane to ensure continued proper performance. The technicians receive specialized training for preventative maintenance and machine troubleshooting – specific to our units we install. Continued utilization of Trane technicians will ensure the machines and controls will run as intended, and any repair costs will be kept to a minimum.

Thank you,

Trane Sioux Falls

Contractor's Application for Payment

Owner: <u>Brookings County Highway Department</u>	Owner's Project No.: <u>---</u>																								
Engineer: <u>Banner Associates, Inc.</u>	Engineer's Project No.: <u>23691.00</u>																								
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																									
Contractor: <u>Brad Timmons, Timmons Construction</u>																									
Signature: <u></u> Date: <u>2/4/2025</u> Brad Timmons (Feb 4, 2025 12:04:45 CST)																									
Recommended by Engineer By: <u></u> Colin W. Zwaschka, PE, Banner Associates. Title: <u>Project Manager</u> Date: <u>2/4/2025</u>	Approved by Owner By: _____ Title: _____ Date: _____																								
Approved by Funding Agency By: <u>NA</u> Title: _____ Date: _____	By: _____ Title: _____ Date: _____																								

Progress Estimate - Unit Price Work

Owner:	Brookings County Highway Department	Contractor's Application for Payment
Engineer:	Banner Associates, Inc.	Owner's Project No.:
Contractor:	Timmon Construction	Engineer's Project No.:
Project:	Structure and Approach Grading, SH 06-227-230, PCH 08F4	Contractor's Project No.:
Contract:		

Application No.:	07-FINAL	Application Period:	From 07/23/25 to 10/09/25	Application Date:	07/04/25
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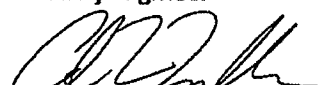
Item No.	Description	Unit	Quantity	Unit Price	Amount	Original Contract	Change Order	Total	Percentage
009C0010	Mobilization	1.0	LS	50,000.00	50,000.00	50,000.00		50,000.00	100%
110E0100	Clearing	1.0	LS	9,845.00	9,845.00	9,845.00		9,845.00	100%
110E0200	Remove Sediment	1.0	CuYd	55.50	55.50	55.50		55.50	100%
120C0010	Unclassified Excavation	4,970.0	CuYd	11.10	55,127.00	55,127.00		55,127.00	100%
130C0020	Contractor Furnished Borrow Excavation	250.0	CuYd	24.42	6,105.00	6,105.00		6,105.00	100%
230E0010	Placing Topsoil	1,225.0	CuYd	4.44	5,439.00	5,439.00		5,439.00	100%
250E0030	Incidental Work, Structure	1.0	LS	16,650.00	16,650.00	16,650.00		16,650.00	100%
260C0090	Gravel Surfacing, State Furnished	1,070.0	Ton	13.32	14,250.00	14,250.00		14,250.00	100%
420C0200	Structure Excavation, Box Culvert	161.0	CuYd	38.85	6,256.00	6,256.00		6,256.00	100%
421E0200	Box Culvert Undercut	406.0	CuYd	83.25	33,800.00	33,800.00		33,800.00	100%
450E4750	18" CMP 18 Gauge, Furnish	60.0	Ft	44.40	2,664.00	2,664.00		2,664.00	100%
450E4760	18" CMP, Install	60.0	Ft	49.95	2,997.00	2,997.00		2,997.00	100%
450E5400	18" CMP Safety End, Furnish	2.0	Eech	721.50	1,443.00	1,443.00		1,443.00	100%
450E5407	18" CMP Safety End, Install	2.0	Eech	666.00	1,332.00	1,332.00		1,332.00	100%
460C0120	Class AAS Concrete, Box Culvert	316.1	CuYd	875.00	276,587.50	276,587.50		276,587.50	100%
480C0100	Reinforcing Steel	38,552.0	Lb	3.00	115,656.00	115,656.00		115,656.00	100%
632E1200	2.0"x2.0" Perforated Tube Post	30.00	Ft	16.65	499.50	499.50		499.50	100%
632E3204	Install State Furnished Sign	2.0	Eech	222.00	444.00	444.00		444.00	100%
634E0110	Traffic Control Signs	109.0	SqYd	4.44	483.96	483.96		483.96	100%
634E0210	Type 2 Erosion Control Blanket	1.0	LS	4,192.47	4,192.47	4,192.47		4,192.47	100%
734E0025	Type 3 Barriade	202.5	Ton	77.70	15,734.25	15,734.25		15,734.25	100%
734E0030	Erosion Control	1.0	LS	7,548.00	7,548.00	7,548.00		7,548.00	100%
734E0102	Type 2 Erosion Control Blanket	282.0	SqYd	3.11	876.82	876.82		876.82	100%
734E0154	12" Diameter Erosion Control Wattle	180.0	Ft	3.89	700.20	700.20		700.20	100%
734E0165	Remove and Reinstall Erosion Control Wattle	45.0	Ft	2.22	99.90	99.90		99.90	100%
831E0110	Type 5 Drainage Fabric	272.0	SqYd	11.10	3,019.20	3,019.20		3,019.20	100%
Original Contract Total:					\$ 636,021.87	\$ 636,021.87		\$ 636,021.87	100%
CCO #1 Final Adjustment of Quantities				1.00	27,132.10	27,132.10		27,132.10	100%
Change Order Totals:					\$ 27,132.10	\$ 27,132.10		\$ 27,132.10	100%
Project Totals:					\$ 663,153.97	\$ 663,153.97		\$ 663,153.97	100%

Contractor's Application for Payment

Owner:	Brookings County Highway Department	Owner's Project No.:	---
Engineer:	Banner Associates, Inc.	Engineer's Project No.:	23691.00
Contractor:	Timmons Construction	Contractor's Project No.:	---
Project:	Structure and Approach Grading, SN 06-227-230, PCN 08F4		
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Progress Estimate - Unit Price Work

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Application No.:	07-FINAL	Application Period:	From 07/23/25 to 10/09/25	Application Date:	07/04/25
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110E0100	Clearing	1.0	LS	9,845.00	9,845.00	9,845.00		9,845.00	100%
110E0200	Remove Sediment	1.0	CuYd	55.50	55.50	55.50		55.50	100%
120E0010	Unclassified Excavation	4,970.0	CuYd	11.10	55,147.00	55,147.00		55,147.00	100%
130E0020	Contractor Furnished Borrow Excavation	250.0	CuYd	24.42	6,105.00	6,105.00		6,105.00	100%
230E0010	Paving Tiesell	1,225.0	CuYd	4.44	5,439.00	5,439.00		5,439.00	100%
250E0030	Incidental Work, Structure	1.0	LS	16,650.00	16,650.00	16,650.00		16,650.00	100%
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632E1220	2.0"x2.0" Perforated Tube Post	30.0	Ft	16.65	499.50	499.50		499.50	100%
632E3224	Install State Furnished Sign	2.0	Eech	222.00	444.00	444.00		444.00	100%
634E0110	Traffic Control Signs	109.0	SqYd	4.44	483.96	483.96		483.96	100%
634E0210	Type 2 Erosion Control Blanket	1.0	LS	4,192.47	4,192.47	4,192.47		4,192.47	100%
734E0020	Class B Riprap	202.5	Ton	77.70	15,712.50	15,712.50		15,712.50	100%
734E0030	Erosion Control	1.0	LS	7,548.00	7,548.00	7,548.00		7,548.00	100%
734E0102	Type 2 Erosion Control Blanket	282.0	SqYd	3.11	878.82	878.82		878.82	100%
734E0154	12" Diameter Erosion Control Wattle	180.0	Ft	3.89	699.00	699.00		699.00	100%
734E0165	Remove and Reinstall Erosion Control Wattle	45.0	Ft	2.22	99.90	99.90		99.90	100%
831E0110	Type B Drainage Fabric	272.0	SqYd	11.10	3,019.20	3,019.20		3,019.20	100%
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Owner:	Brookings County Highway Department	Owner's Project No.:	---
Engineer:	Banner Associates, Inc.	Engineer's Project No.:	23691.00
Contractor:	Timmons Construction	Contractor's Project No.:	---
Project:	Structure and Approach Grading, SN 06-227-230, PCN 0BF4		
Contract:	---		

[illegible]

Brookings County

314 Sixth Ave.
Brookings, SD 57006

Vendor No.		Fund	201-4-311-4228
Claim No.			
Check No.			
TOTAL DUE	\$75,733.11		
Date	2/17/2026		

Name of person or firm to whom warrant shall be drawn must appear here.

Name or Firm	TIMMONS CONSTRUCTION
Street/Box	1306 WESTERN AVE
City, State, ZIP	BROOKINGS, SD 57006

2/4/2026	STRUCTURE AND APPROACH GRADING SN 06-227-230 PCN 08F4	\$ 75,733.11

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief, is in all things true and correct (SDCL 4-9-4)

Please sign here

Approved by the Brookings County
Board of County Commissioners on this
_____ Day of _____ 2026

Chairman, Board of County Commissioners

REQUEST TO FILL VACANCY

Position Vacancy Full Time Female Correctional Officer
Department Brookings County Sheriff's Office / Detention Center
Vacancy Result of: Termination

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description – See attached
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	<u>257.84</u>
Sick Leave	\$	<u> </u>
Employee Retirement Recognition	\$	<u> </u>
Other	\$	<u>307.56</u>
Total	\$	<u>565.40</u>

estimate

4. Explain the effects of leaving the vacancy until severance is accumulated.
Leaving a full-time correctional officer position vacant would lead to staffing shortages, compromising security and potentially endangering staff safety. It is imperative to fill this position promptly to maintain operational stability and a secure environment.
5. Explain the effects of not filling the position or discussion of alternatives.
The Detention Center would be forced to rely on current staff to cover the vacancy, resulting in increased overtime and potential staff burnout. To ensure the safety and security of both the facility and its personnel, filling this position is essential and non-negotiable.
6. Provide description of departmental discussions about the vacancy
This vacancy must be filled as soon as possible.
7. Estimated length of time to fill the position after approval.
The position will be filled promptly to ensure operational continuity and maintain safety and security within the facility.
8. Any additional comments?



Department Manager

1/29/2026

Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and procedures, codes, laws, and statutes of law enforcement and security operations.
- Demonstrated ability to operate department including but not limited to multi-line telephones, computers, fax machines and other basic office equipment.
- Ability to understand and follow verbal and written instructions and to communicate effectively both verbally and in writing
- Possession of a valid South Dakota driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employee's own body weight.
- Ability to handle stressful situations.
- Ability to work odd shifts, holidays and during emergencies.
- Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; employees may be exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Education

- Graduation from high school or GED
- One (1) year of college or vocational training preferred and/or previous correctional officer training preferred;

Experience

- Certification by the SD Law Enforcement Academy and/or one (1) year law enforcement experience preferred

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date

REQUEST TO FILL VACANCY

Position Vacancy Full Time Corrections Corporal
Department Brookings County Sheriff's Office / Detention Center
Vacancy Result of: Position Change

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description – See attached
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$
Sick Leave	\$
Employee Retirement Recognition	\$
Other	\$
Total	\$

NA

4. Explain the effects of leaving the vacancy until severance is accumulated.
Leaving a full-time correctional officer position vacant would lead to staffing shortages, compromising security and potentially endangering staff safety. It is imperative to fill this position promptly to maintain operational stability and a secure environment.
5. Explain the effects of not filling the position or discussion of alternatives.
The Detention Center would be forced to rely on current staff to cover the vacancy, resulting in increased overtime and potential staff burnout. To ensure the safety and security of both the facility and its personnel, filling this position is essential and non-negotiable.
6. Provide description of departmental discussions about the vacancy
This vacancy must be filled as soon as possible.
7. Estimated length of time to fill the position after approval.
The position will be filled promptly to ensure operational continuity and maintain safety and security within the facility.
8. Any additional comments?



Department Manager

01/30/2026

Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Corrections Corporal
DEPARTMENT: Sheriff's Department
REPORTS TO: Jail Administrator or designee
FLSA STATUS: Non-exempt
WAGE GRADE: 7

DESCRIPTION OF WORK

General Statement of Duties

The fundamental reason for this position is to perform duties assigned in the areas of the legal process to include direct supervision and wellbeing of prisoners in the Detention Center, ensures that all Detention Center procedures are carefully followed and monitored. Supervise Correctional Officers. Resolves prisoner complaints/requests within procedural guidelines. Transports prisoners as required and other Detention Center duties as assigned. The Corrections Corporal will report directly to the Corrections Sergeant.

*Note—It is the primary responsibility that all Correctional Officers ensure that the Detention Center is operating in a peaceful manner and that physical confrontation with inmates is a real possibility on any given day to ensure proper operations. The Correctional Corporal is responsible for managing and supervising the staff on shift to ensure all tasks are performed correctly, in a timely manner, and in accordance to policy and procedure. The Correctional Corporal will assist in all operations of the Detention Center and will not assign themselves to a specific area unless staffing levels require.

Typical Duties and Responsibilities

(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.)

- Assist with the supervision, security, and conduct of inmates at the County Correctional Detention Center including the supervision of inmates during transport to other facilities or services.
- Assist in the supervision and management of the Correctional Staff.
- Report any staff misconduct to the Corrections Sgt. and/or Jail Administrator.
- Assist in all operations of control of the detention center and ensure operations are completed in accordance to policy and procedure
- Manage the training of all new hires assigned to them. Provide additional training to all Correctional Officers to ensure all staff are knowledgeable in their positions.
- Manage staffing levels in the event a staff member call in absent from duty.
- Review all paperwork, bookings, and releases completed on their shift to ensure the tasks were performed properly.
- Assign staff to correct any errors found in paperwork, bookings, or releases.
- Manage the location staff members work in to ensure the Detention Center functions properly.
- Assist in general Correctional Officer duties.
- Fill the role of Correctional Officer in the event a staff member is absent.
- Admitting and release prisoners to include searching inmates and property and making inventory of the personal property of the prisoners.
- Book and discharge inmates; issue clothing and supplies to new inmates; arrange for inmate transportation, if necessary; maintain inmate and detention records.
- Fingerprint and photograph inmates; type FBI and DCI fingerprint cards.
- Classify incoming inmates and place them in proper cells.
- Deliver meals and assist in meal preparation.
- Disperse medication to prisoners as directed by a medical professional.
- Assist in the cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.
- Assist with computer jail entries.
- Check on inmates on a routine and regular basis.
- Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security precautions.

- Oversee the inmate's daily exercise and recreation routine.
- Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
- Respond to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Operate equipment and utilize teletype communications.
- Testify in court and before County Commission.
- Attend training sessions and meetings as required.
- Perform work in a manner consistent with safe practices.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

Minimum Qualifications

- Extensive knowledge of the principles and procedures, codes, laws, and statutes of law enforcement and security operations of the Brookings County Detention Center.
- Demonstrated ability to operate department including but not limited to multi-line telephones, computers, fax machines and other basic office equipment.
- Ability to understand and follow verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to maintain a professional relationship with the general public and other employees.
- Possession of a valid South Dakota driver's license.

Experience and Education

- High School Diploma or G.E.D. Certification.
- One (1) year as a Correctional Officer for the Brookings County Detention Center preferred.
- One (1) year of college or vocational training preferred and/or previous correctional officer training preferred;

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employee's own body weight.
- Ability to handle stressful situations.
- Ability to work odd shifts, holidays and during emergencies.
- Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; employees may be exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid South Dakota Drivers License.
- Successful competition in testing to include written and practical testing.
- Successful completion of written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Sheriff and/or County.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

REQUEST TO FILL VACANCY

Position Vacancy Full Time Corrections Corporal
Department Brookings County Sheriff's Office / Detention Center
Vacancy Result of: Resignation

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description – See attached
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$ <u>2,833.16</u>
Sick Leave	\$ <u>349.94</u>
Employee Retirement Recognition	\$ <u> </u>
Other <u>Comp, Hol Comp, Admin</u>	\$ <u>3,182.54</u>
Total	\$ <u>6,365.64</u>

Estimates

4. Explain the effects of leaving the vacancy until severance is accumulated.
 - Leaving a full-time correctional officer position open would cause staffing shortages. This would create security issues and risk the safety of staff if not filled as soon as possible.
5. Explain the effects of not filling the position or discussion of alternatives.
 - The Detention Center would require current staff to fill the vacancy, causing overtime and staff burnout. For the safety and security of the Detention Center and its staff, there is no alternative to filling the position. This position is also a Corporal position which provides supervision and guidance to a particular Corrections Team.
6. Provide description of departmental discussions about the vacancy
 - This vacancy will need to be filled as soon as possible. If hiring a replacement before the current staff member leaves, would provide the best outcome for safety and security.
7. Estimated length of time to fill the position after approval.
 - The position will be filled as soon as possible.
8. Any additional comments?



Department Manager

01/30/2026

Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Corrections Corporal
DEPARTMENT: Sheriff's Department
REPORTS TO: Jail Administrator or designee
FLSA STATUS: Non-exempt
WAGE GRADE: 7

DESCRIPTION OF WORK

General Statement of Duties

The fundamental reason for this position is to perform duties assigned in the areas of the legal process to include direct supervision and wellbeing of prisoners in the Detention Center, ensures that all Detention Center procedures are carefully followed and monitored. Supervise Correctional Officers. Resolves prisoner complaints/requests within procedural guidelines. Transports prisoners as required and other Detention Center duties as assigned. The Corrections Corporal will report directly to the Corrections Sergeant.

*Note—It is the primary responsibility that all Correctional Officers ensure that the Detention Center is operating in a peaceful manner and that physical confrontation with inmates is a real possibility on any given day to ensure proper operations. The Correctional Corporal is responsible for managing and supervising the staff on shift to ensure all tasks are performed correctly, in a timely manner, and in accordance to policy and procedure. The Correctional Corporal will assist in all operations of the Detention Center and will not assign themselves to a specific area unless staffing levels require.

Typical Duties and Responsibilities

(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.)

- Assist with the supervision, security, and conduct of inmates at the County Correctional Detention Center including the supervision of inmates during transport to other facilities or services.
- Assist in the supervision and management of the Correctional Staff.
- Report any staff misconduct to the Corrections Sgt. and/or Jail Administrator.
- Assist in all operations of control of the detention center and ensure operations are completed in accordance to policy and procedure
- Manage the training of all new hires assigned to them. Provide additional training to all Correctional Officers to ensure all staff are knowledgeable in their positions.
- Manage staffing levels in the event a staff member call in absent from duty.
- Review all paperwork, bookings, and releases completed on their shift to ensure the tasks were performed properly.
- Assign staff to correct any errors found in paperwork, bookings, or releases.
- Manage the location staff members work in to ensure the Detention Center functions properly.
- Assist in general Correctional Officer duties.
- Fill the role of Correctional Officer in the event a staff member is absent.
- Admitting and release prisoners to include searching inmates and property and making inventory of the personal property of the prisoners.
- Book and discharge inmates; issue clothing and supplies to new inmates; arrange for inmate transportation, if necessary; maintain inmate and detention records.
- Fingerprint and photograph inmates; type FBI and DCI fingerprint cards.
- Classify incoming inmates and place them in proper cells.
- Deliver meals and assist in meal preparation.
- Disperse medication to prisoners as directed by a medical professional.
- Assist in the cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.
- Assist with computer jail entries.
- Check on inmates on a routine and regular basis.
- Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security precautions.

- Oversee the inmate's daily exercise and recreation routine.
- Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.
- Respond to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
- Operate equipment and utilize teletype communications.
- Testify in court and before County Commission.
- Attend training sessions and meetings as required.
- Perform work in a manner consistent with safe practices.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

Minimum Qualifications

- Extensive knowledge of the principles and procedures, codes, laws, and statutes of law enforcement and security operations of the Brookings County Detention Center.
- Demonstrated ability to operate department including but not limited to multi-line telephones, computers, fax machines and other basic office equipment.
- Ability to understand and follow verbal and written instructions and to communicate effectively both verbally and in writing.
- Ability to maintain a professional relationship with the general public and other employees.
- Possession of a valid South Dakota driver's license.

Experience and Education

- High School Diploma or G.E.D. Certification.
- One (1) year as a Correctional Officer for the Brookings County Detention Center preferred.
- One (1) year of college or vocational training preferred and/or previous correctional officer training preferred;

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate.
- The employee frequently is required to sit and use hands to finger, handle, or feel.
- The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employee's own body weight.
- Ability to handle stressful situations.
- Ability to work odd shifts, holidays and during emergencies.
- Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; employees may be exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid South Dakota Drivers License.
- Successful competition in testing to include written and practical testing.
- Successful completion of written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Sheriff and/or County.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

REQUEST TO FILL VACANCY

Position Vacancy PT Weed and Pest Supervisor
Department Weed and Pest
Vacancy Result of: Resignation

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$	_____
Sick Leave	\$	_____
Employee Retirement Recognition	\$	_____
Other	\$	_____
Total	\$	_____

4. Explain the effects of leaving the vacancy until severance is accumulated.

5. Explain the effects of not filling the position or discussion of alternatives.

State Statute requires a weed and Pest Supervisor

6. Provide description of departmental discussions about the vacancy.

7. Estimated length of time to fill the position after approval.

1 month

8. Any additional comments?

Kristen Witchey
Department Manager

02-03-2026
Date

Request for filling of vacancy: _____ Approved _____ Denied

Chairman, Brookings County Commission

Date

POSITION TITLE: Weed & Pest Supervisor (Part-time, effective 01/01/2026)
DEPARTMENT: Weed & Pest
REPORTS TO: Brookings County Commission and Brookings County Weed Board
FLSA STATUS: Non-Exempt
WAGE GRADE: 7 (PT Weed & Pest Supervisor is Wage Grade 7, Steps I & II only)

DESCRIPTION OF WORK

General Statement of Duties

Under the general direction of the Brookings County Commission and the Brookings County Weed Board. Responsible for the county weed eradication and control program(s).

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.)

- Serves as staff to the county weed board preparing agendas, financial reports, minutes and other related materials.
- Interprets and enforces county ordinances and policies regarding weed matters.
- Prepares necessary budget information for the county weed department for annual budget and capital outlay programming; administers annual budget.
- Serves as resource person and provides information, as requested, pertaining to county weed programs.
- Recognizes and identifies state and local noxious weeds to be eradicated through the county weed program.
- Oversees inspection of roadsides and ditches for noxious weed sites; contacts landowners concerning noxious weed problems in accordance with state and local regulations.
- Responsible for general maintenance and upkeep of spraying equipment.
- Keeps current inventory of spraying supplies necessary to perform duties in an efficient manner.
- Operates and supervises the operation of spraying equipment to include proper calibration, as necessary.
- Oversees the county rodent control program, specifically as related to pocket gophers.
- Hires and supervises seasonal and part-time employees performing duties for the county weed department.
- Updates and implements the county weed program for education of general public.
- Maintains accurate records as related to the county weed program.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive, professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Broad knowledge of and ability to identify and understand a wide variety of noxious weeds and thistles.
- Ability to perform medium level vehicle and sprayer maintenance.
- Demonstrable knowledge of herbicides and general agricultural practices.
- Ability to obtain a CDL—commercial driver's license.
- Ability to obtain a commercial pesticide applicator's license to include at least the following categories: G, 1A, 1B, 7, 9, and 12.
- Ability to follow written and verbal instructions.
- Ability to work with the public and present a positive public image.

Education

- Four (4) years experience and/or education in agricultural practices with preference for training or education in chemical application and use.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.



Stacy Steffensen, Commission Department Director

Brookings County

520 3rd St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

STAFF REPORT:

9:00 AM Scheduled Agenda Items:

- Elkton Ambulance Presentation: Berniece Stuefen with the Elkton Ambulance will be at the meeting to discuss a request for funding for an ambulance garage.
- Brookings Public Library: Ashia Gustafson, Director of Library Services, will be at the meeting to give a report.

Regular Business:

- SDPAA Agreement: The county has our liability insurance through the South Dakota Public Assurance Alliance. Their board of directors recently updated the intergovernmental contract (IGC) and are asking all entities to approve the updated agreement. The changes are as follows:
 - The addition of language to Article V, which serves to clarify that no Member shall have more than one representative serving on the board at any one time. This is consistent with the intent of the IGC as previously written.
 - The reformatting of the content for Article IX, moving the notice rescinding paragraph to the top of the section. The relocation of this paragraph does not change or alter the prior version's language nor intent.
- TRANE Agreement: This is a 3-year service contract with TRANE for the HVAC system at the BCOAC. The annual costs are listed on the front page of the contract. BCOAC Director Joe Salvati will have additional information.
- Change Order #2: During construction, additional watermain improvements were requested by the City of Volga. All cost allocations for this change order will be at the City of Volga's expense. Because the county is a partner in this project, we still need to approve all change orders. The City of Volga approved this change order at their February 2nd meeting.
- Change Order #1: This agenda item has two action items. The first is approving a change order in the amount of \$75,733.11 for the structure and approach grading project for structure #06-227-230, PCN 08F4. The second action is to approve the claim for the change order amount to Timmon's Construction. Highway Superintendent Brian Gustad will have additional information.
- Vacancy Requests: There are four vacancy requests due to various reasons. Three are in the detention center, and one is for a part-time Weed & Pest Supervisor.

Veterans Service Officer Report

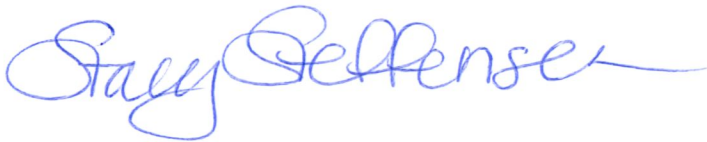
- ❖ Rides – DAV-3; Other-1
- ❖ Outreach Events – 4, including the newspaper interview for DAV drivers
 - There was good response to the newspaper article recruiting drivers for the DAV van, but the office is already seeing frustration with the onboarding process. If this push doesn't work due to the process, we've been talking to the Volunteer Service Bank and we're confident we can transition to working with them for rides with better results. We should have a good idea on how it's working out with DAV by the end of February.

Director's Report

- I would like to get consensus from the board to move forward with a supplemental budget resolution. There is money in fund balance that we need to get into the 2026 budget for the CitCo HVAC project, the library, the Samara Avenue project, and bridge projects.
- The January General Fund surplus was at 21%, just below the 10-year average of 22.6%. As usual, we will continue to monitor this percentage throughout the year.
- The Trout Extravaganza will be Saturday, May 16th from 9-4, and Sunday, May 17th from 10-4. A sign-up for volunteers will be sent out soon.

Public Notices

- a. February 16, Monday – Offices closed in honor of the President's Day holiday.
- b. February 21, Saturday – Legislative Coffee, 9:00 AM, Government Center Chambers
- c. February 25, Wednesday – SDDOT and City of Brookings Stakeholder Meetings for the Brookings Area Transportation Plan, 12:00 PM – 1:00 PM and 2:00 PM – 3:00 PM, Chambers, Government Center.
- d. February 25, Wednesday – SDDOT and City of Brookings public meeting/open house on Brookings Area Transportation Plan, 4:00 PM – 6:00 PM, Community Room (300), Government Center.
- e. February 26, Thursday – Towns & Townships Meeting, 10:00 AM, BCOAC
- f. March 11, Wednesday – Babybel Expansion Groundbreaking Ceremony, 10:00 AM – 11:30 AM, park at Domellie's Event Center to be bussed to the ceremony site.
- g. March 20, Friday – Brookings & Moody County Lincoln Day Dinner, 5:00 PM, Club 71 at SDSU.



Stacy Steffensen
Commission Department Director
Brookings County, South Dakota

General Fund Surplus Cash Analysis Yearly Comparisons

2026

Jan	21%
Feb	
Mar	
Apr	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

2025

Jan	23%
Feb	19%
Mar	14%
Apr	45%
May	46%
June	41%
July	33%
Aug	24%
Sept	20%
Oct	44%
Nov	45%
Dec	28%

2024

Jan	24%
Feb	21%
Mar	17%
Apr	44%
May	47%
June	39%
July	48%
Aug	40%
Sept	33%
Oct	62%
Nov	57%
Dec	29%

2023

Jan	24%
Feb	18%
Mar	18%
Apr	47%
May	49%
June	43%
July	43%
Aug	32%
Sept	25%
Oct	49%
Nov	46%
Dec	28%

2022

Jan	17%
Feb	14%
Mar	7%
Apr	32%
May	39%
June	37%
July	19%
Aug	12%
Sept	41%
Oct	68%
Nov	64%
Dec	27%

2021

Jan	26%
Feb	20%
Mar	13%
Apr	49%
May	49%
June	32%
July	29%
Aug	26%
Sept	24%
Oct	41%
Nov	21%
Dec	26%

2020

Jan	20%
Feb	10%
Mar	9%
Apr	43%
May	41%
June	37%
July	34%
Aug	25%
Sept	27%
Oct	55%
Nov	59%
Dec	25%

2019

Jan	22%
Feb	12%
Mar	11%
Apr	42%
May	40%
June	36%
July	27%
Aug	23%
Sept	19%
Oct	46%
Nov	46%
Dec	25%

2018

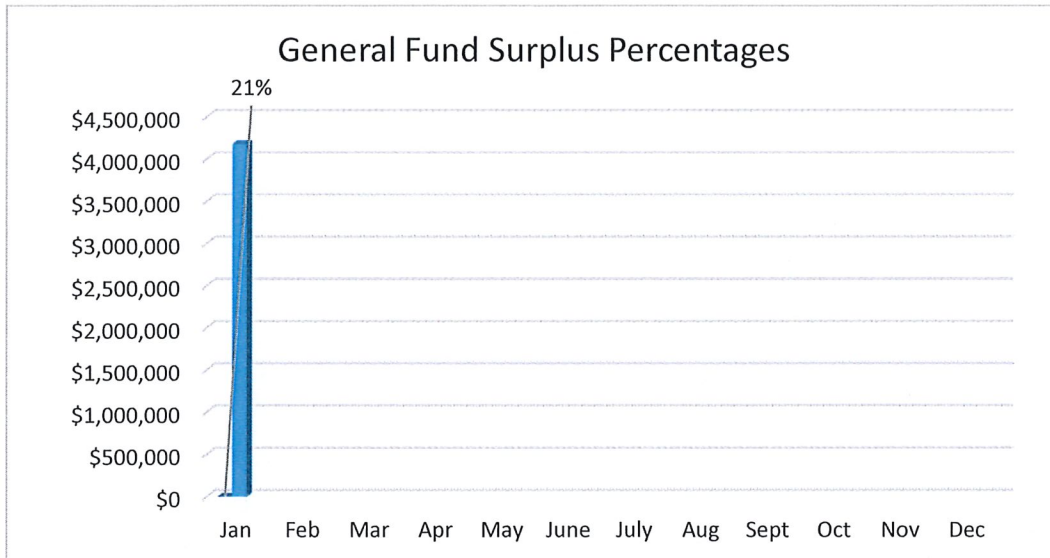
Jan	24%
Feb	14%
Mar	11%
Apr	42%
May	39%
June	34%
July	34%
Aug	25%
Sept	23%
Oct	51%
Nov	46%
Dec	25%

2017

Jan	25%
Feb	16%
Mar	15%
Apr	45%
May	53%
June	42%
July	33%
Aug	29%
Sept	20%
Oct	47%
Nov	36%
Dec	23%

Surplus Cash Analysis- 2026

Month	Percentage	Amount
Jan	21%	\$ 4,174,962.06
Feb		
Mar		
Apr		
May		
June		
July		
Aug		
Sept		
Oct		
Nov		
Dec		



Feb. 6, 2026

Dear Stakeholder,

The South Dakota Department of Transportation (SDDOT) and City of Brookings are developing a long-range transportation plan, **Brookings Area Transportation Plan (BATP)**, for Brookings and the surrounding growth area. This multimodal plan will help guide transportation decisions and investments for primary modes of travel, including vehicle, bicycle, pedestrian, transit, and air, in the Brookings area.

The BATP is currently in the final stage of development. We are looking for your input to prioritize improvements and refine preliminary recommendations.

You have been identified as a key stakeholder for this effort, and the study requests your attendance at an informal, small-group stakeholder meeting to review and discuss preliminary recommendations through display boards, maps, and activities. There are two meeting opportunities, and we invite you to attend the meeting time that is most convenient:

Stakeholder Meetings

Wednesday, Feb. 25, 2026

- 12-1 p.m. Central Time
- 2-3 p.m. Central Time

Location

Brookings City-County
Government Center Third Floor
Chambers / Room 300
520 3rd St.
Brookings, SD 57006

Please let us know which meeting you plan to attend by completing the following form by Feb. 25, 2026:



<https://form.jotform.com/250345403989160>

The stakeholder meetings will include a brief presentation on BATP preliminary recommendations followed by an open house with maps, display boards, and activities. Both stakeholder meetings will present the same information.

Individuals needing assistance, pursuant to the Americans with Disabilities Act (ADA), should contact the City of Brookings ADA Coordinator at 605-692-6281 two business days prior to the meeting in order to ensure accommodations are available. For any in-person meeting, notice is further given to individuals with disabilities that the meeting is being held in a physically accessible location.

If you are unable to attend one of the two stakeholder meetings, the study team is hosting a public meeting open house in the evening. A study website is also available that includes all open house materials and opportunities to submit comments and questions directly to the study team.

Public Meeting Open House

Date: Wednesday, Feb. 25, 2026
Time: 4-6 p.m. Central Time
Location: Brookings City-County Government Center
 Third Floor Chambers / Room 300
 520 3rd St.
 Brookings, SD, 57006



<https://brookingsatp.com>

Study Website: <http://brookingsatp.com/>

To learn more about the study, submit a comment, and access all materials shown at the stakeholder and public meetings, please visit <http://brookingsatp.com/> or scan the QR code on the previous page. **Access to all public meeting open house content is available on the study website. Comments will be accepted through Wednesday, March 11, 2026.**

Your interest and participation in the Brookings Area Transportation Plan are greatly appreciated. If you have questions or comments, please contact me directly by phone (605-977-7773) or email (Thomas.Cook@hdrinc.com).

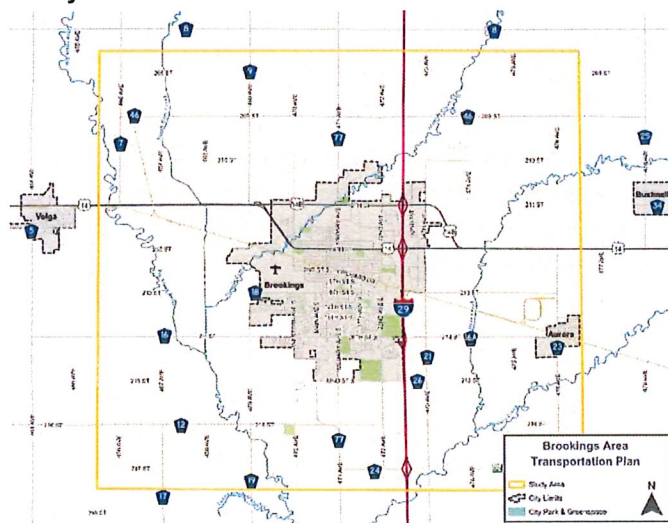
Sincerely,
 HDR Engineering

Thomas R. Cook

Tom Cook
 Consultant Project Manager



Study Area



Bringing More Babybel to American Families

You're Invited!

Babybel Expansion Groundbreaking Ceremony

We are delighted to invite you to a milestone celebration as Bel US continues to bring nourishing and joyful cheese snacks to families across America all proudly made in Brookings, South Dakota.

March 11 | 10 a.m. – 11:30 a.m.

Brookings, SD



Partners

ISG



This expansion will
double our production,
enabling us to make over three million
Babybel cheese snacks daily.

It will deliver even more 100% real cheese
snacks to American families while driving
**new opportunities for growth
and economic development**
in South Dakota.

Event Details

Please park at the Domellie's Event Center.

931 25th Ave, Brookings, SD 57006

Buses will transport attendees to
the expansion site for the ceremony
and then return for hors d'oeuvres.



RSVP by March 2

bit.ly/belbrandsgroundbreaking



We look forward to celebrating
this exciting milestone with you
and Babybel fans everywhere!