



**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, March 3, 2026**

**2. Pledge of Allegiance**

**3. Approval of Agenda**

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

**4. Recognition of Employee Anniversaries**

A. Ben Rentsch: 5 years in February

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

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

**6. Consent Agenda Items**

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

A. Minutes

Documents:

[02-17-2026 County Commission minutes.pdf](#)

B. Travel & Education Requests

Documents:

[Travel Requests.pdf](#)

C. Personnel Action Notices

Documents:

[Personnel Action Notice Report 03032026.pdf](#)

D. Cellular Authorizations

E. Human Services Report

**7. Routine Business**

A. Approval of Claims

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

Documents:

[2.13.26 CREDIT CARDS.pdf](#)  
[2.18.26 CREDIT CARD.pdf](#)  
[3.3.26 Dept Register.pdf](#)

**B. Department Head Reports**

i. Finance Office

a. 2025 Finance Office Annual Report

Documents:

[2025 Annual Report.pdf](#)

ii. Register of Deeds

a. 2025 Register of Deeds Annual Report

Documents:

[Register of Deeds 2025 Annual Report.pdf](#)

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

A. Eric M. Pauli, Xcel Energy Community Relations Manager, SD

i. PowerOn Midwest - Project Presentation

Documents:

[PowerOn Midwest Presentation.pdf](#)

ii. PowerOn Midwest - Map

Documents:

[PowerOn Midwest Map.pdf](#)

**9. Regular Business**

A. Action to approve Resolution #26-07: a Resolution Declaring a Fire Danger Emergency in Brookings County and Prohibiting Open Burning.

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

Documents:

[Resolution 26-07.pdf](#)

B. Action to approve Resolution #26-08: a Resolution Establishing Fees to be Paid by Licensed Abstractors for Uncertified Copies of Recorded Documents in the Register of Deeds Office.

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

Documents:

[Resolution 26-08.pdf](#)

- C. Action to approve Agreement #26-21: the State of South Dakota Department of Public Safety Office of Emergency Management 2025 Local Emergency Management Performance Grant.

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

Documents:

[Agreement 26-21.pdf](#)

- D. Action to approve Abatement #26-02: an abatement application made by Brookings Municipal Utilities for parcel #04000-11049-291-00 in the amount of \$2,409.53.

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

Documents:

[Staff Report Abatements 02, 03.pdf](#)  
[Abatement 26-02.pdf](#)

- E. Action to approve Abatement #26-03: an abatement application made by Brookings Municipal Utilities for parcel #40071-00100-002-00 in the amount of \$38.04.

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

Documents:

[Abatement 26-03.pdf](#)

- F. Action to approve Abatement #26-05: an abatement application made by Clarence G. Lems for parcel #09100-11247-272-09 in the amount of \$883.54.

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

Documents:

[Staff Report Abatement 05.pdf](#)  
[Abatement 26-05.pdf](#)

- G. Action to approve Abatement #26-08: an application for a late elderly and disabled assessment freeze.

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

Documents:

- H. Action to approve Abatement #26-09: an application for a late elderly and disabled assessment freeze.

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

Documents:

[Abatement 26-09.pdf](#)

- I. Action to approve all annual weed chemical bids for 2026, as presented.

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

Documents:

[Weed Chemical Bid Tab.pdf](#)

- J. Action to approve a Request to Fill Vacancy for a part-time female correctional officer in the detention center.

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

Documents:

[Request to Fill Vacancy.pdf](#)

- K. Action to declare the following items as surplus property to be disposed of as part of the HVAC and boiler project for the Government Center.

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

Documents:

[Surplus Items - Photos.pdf](#)

- i. Four (4) variable speed drives
- ii. Cooling tower
- iii. Chiller 1
- iv. Chiller 2
- v. Chiller 3
- vi. Four (4) fluid pumps

- L. Discussion on 214th Street/County Road 16A, from 34th Avenue to Aurora City Limits, limiting truck traffic.

*Action: Discussion Only, Give Future Directions to Staff*

M. Commission Projects Information

*Action: Discussion Only, Give Future Direction to Staff*

Documents:

[Commission Projects Spreadsheet.pdf](#)

- i. Generator Discussion - Emergency Management trailer
- ii. Elkton Ambulance Discussion

**10. Commission Department Director's Report**

Documents:

[Commission Dept Dir Report.pdf](#)  
[ByLaws.pdf](#)  
[Public Comments Policy.pdf](#)  
[Appointments Policy.pdf](#)  
[Conflict of Interest Policy.pdf](#)  
[PayTitle Change Request Policy.pdf](#)  
[Pay-Ahead Claims Policy.pdf](#)  
[IT Service, Software Policy.pdf](#)  
[Media Relations Policy.pdf](#)  
[Exempt Employee 27 Pay Period Policy.pdf](#)  
[Code of Conduct.pdf](#)  
[Pipeline Training Info.pdf](#)  
[Museum Thank You.pdf](#)

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

**12. Commissioner Reports and Discussion Items**

A. Correspondence received

**13. Executive Session - in accordance with SDCL §1-25-2(1)(4): Personnel & Contract Negotiations**

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

**14. Action to approve Sick Leave Bank Request #26-01.**

**15. Adjournment**

*Action: Motion to Approve, Voice Vote*

**16. Public Notices**

- *February 26, Thursday: Towns & Townships Meeting, 10:00 AM, BCOAC*
- *March 3, Tuesday: Bid opening for the 2026 Brookings County Asphalt & Chip Seal Projects, 2:30 PM, Government Center Community Room, Room 300*
- *March 7, Saturday: Elkton EMT Training Lunch, 12:00 PM, Elkton Community Center, 109 Elk Street, Elkton*
- *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 12, Thursday: Brookings Public Library Board Meeting, 11:45 AM,*

*Brookings Library*

- *March 20, Friday: Brookings & Moody County Lincoln Day Dinner, 5:00 PM, Club 71 at SDSU*
- *April 2, Thursday: Taste of Brookings Celebration, 5:00 PM-7:30 PM, Club 71 at Dana J. Dykhouse Stadium*
- *April 8, Wednesday: South Dakota Pipeline Association Tactical Pipeline Response Training, 11:30 AM, Dacotah Bank Center*

**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 17, 2026**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 17, 2026 with the following members present: Shawn Hostler, Kelly VanderWal, Larry Jensen, Doug Post and Dave Miller.

## **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 February 17, 2026 Commission Meeting as amended.

Be it noted, an Executive Session, in accordance with SDCL 1-25-2(1), personnel was added to the agenda.

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

## **CONSENT AGENDA**

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

The consent agenda consisted of the minutes from the February 3, 2026 Commission Meeting.

Travel & Education Requests: Sonia Mack to attend the Livestock Skill-A-Thon on February 13<sup>th</sup>-14<sup>th</sup> in Watertown; Sonia Mack to attend Chicks in the Classroom programming on February 24<sup>th</sup>, February 26<sup>th</sup>, March 5<sup>th</sup>, March 11<sup>th</sup>, March 16<sup>th</sup> and March 25<sup>th</sup> in Volga; Sonia Mack to attend the SDAE4-HP Spring Conference on March 30<sup>th</sup> - April 2<sup>nd</sup> in Rapid City, SD; Matt Pillar to attend the American Legion Department of South Dakota Strategic Planning Committee Meeting on March 19<sup>th</sup> in Oacoma; Robert Hill to attend the Tri-State EM Meeting and SDOEM Region 1 Meeting on February 18<sup>th</sup> in Sioux Falls; Robert Hill to attend the 2026 South Dakota Preparedness Summit on March 23<sup>rd</sup> - 25<sup>th</sup> in Oacoma; Commission, Sheriff & Highway Staff to attend Generational Training on March 11<sup>th</sup> in Brookings.

Personnel Action Notices: voluntary resignation- Isabella Hymans, effective January 28, 2026; annual review- Matthew Fee to \$33.55, effective February 1, 2026; annual review- Dane

Larsen at \$37.04, effective February 1, 2026; status change- Nathan Pester to full-time Correctional Officer at \$26.14, effective February 7, 2026; voluntary resignation- Misty Moser, effective February 16, 2026; voluntary resignation- Dawson Drent, effective February 20, 2026; annual review- Christine Kreutner to \$30.35, effective March 1, 2026.

Cellular Authorizations: Jenna Baker - High Usage at \$45/month.

Human Services Report: case #26-3 for rent was denied; case #26-7 for rent was denied; case #26-8 for rent was approved.

## ROUTINE BUSINESS

### *Approval of Claims*

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

### *Department Head Reports*

Highway Superintendent Brian Gustad said bid openings for the 2026 Brookings County Asphalt Project and the 2026 Brookings County Chip Seal Project will be March 3, 2026 at 2:30 p.m. Gustad said he will be attending the South Dakota Association of County Highway Superintendents Short Course but will have bid recommendations ready and will make himself available via telephone during the next commission meeting.

Sheriff Marty Stanwick said there are 53 inmates in jail and 92 individuals participating on the 24/7 sobriety program. Stanwick said they are holding correctional officer training at the BCOAC this week.

Stanwick discussed the Sheriff’s Office strategic plan and said they were able to accomplish the 5-year goals and the 10-year goals. Stanwick said it would be a good idea for the newly elected officials to sit down and write out their short-term goals and long-term goals.

Finance Officer Lori Schultz discussed the yearly investment transfers. Schultz said they do check interest rates quarterly for CD’s and move them to the bank with the highest interest rate.

Schultz reminded the public that first half of property taxes are due April 30<sup>th</sup>.

Commissioner VanderWal asked about the new motor vehicle system and if that’s been getting better. Finance Specialist Jenna Baker said they’ve been using the new motor vehicle system for over a year now and things are getting better. Baker said customers are receiving their paper titles back from the State much quicker than before. Baker said she’s been hearing complaints that the kiosk at Lewis Drug won’t print registrations and complaints that customers are unable to print seller’s permits online themselves. She said the state was made aware of those issues.

County Development Deputy Director Richard Haugen presented the County Development Director's Report and the 2025 year-end statistics.

*Finance Officer's Report*

The Finance Officer's Report for the month of January was reported to the board.

*January 2026*

<i>Total amount of deposits in bank.....</i>	<i>\$35,846,447.28</i>
<i>Total amount of actual cash: Currency.....</i>	<i>\$3,863.00</i>
<i>Coins.....</i>	<i>\$4.45</i>
<i>Total amount of checks/drafts in Treasurer's possession not exceeding 3 days....</i>	<i>\$65,941.19</i>
<i>Itemized list of all other items.....</i>	<i>\$105,233.10</i>
<i>TOTAL .....</i>	<i>\$36,021,489.02</i>

Commission/HR/Veterans: \$76,265.53; Finance Officer: \$59,038.79; States Attorney/Welfare: \$86,978.23; Equalization: \$58,602.83; Register of Deeds: \$23,247.33; Sheriff's Office: \$4407,556.68; 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.

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; Wellmark: \$121,431.35; SDRS Special Pay Plan Fee: \$207,609.54.

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 board.

**REGULAR BUSINESS**

Motion by Post, seconded by Jensen to approve and authorize Chairperson Hostler to sign Agreement #26-19: an intergovernmental contract for the South Dakota Public Assurance Alliance reaffirming membership in the local government risk pool.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Post to approve and authorize Chairperson Hostler to sign Agreement #26-20: a 3-year service agreement between Brookings County and Trane U.S., Inc. for the Brookings County Outdoor Adventure Center. Background information was provided by BCOAC Director Joseph Salvati.

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

Motion by VanderWal, seconded by Miller to approve and authorize Chairperson Hostler to sign a Change Order #2 for the Samara Avenue Improvements project for an increase of \$51,745.45. 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 Jensen, seconded by VanderWal to approve and authorize Chairperson Hostler to sign a Change Order #1 for structure and approach grading, SN 06-227-230, PCN 08F4 in the amount of \$75,733.11. Background information was provided by Highway Superintendent Brian Gustad.

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

Motion by Miller, seconded by Post to approve the payment to Timmon’s Construction for the amount of the change order. Background information was provided by Highway Superintendent Brian Gustad.

All members voted “aye.” Motion carried.

Motion by Post, seconded by Jensen to approve a Request to Fill Vacancy for a full-time female Correctional Officer in the Brookings County Detention Center.

All members voted “aye.” Motion carried.

Motion by Jensen, seconded by VanderWal to approve and authorize Chairperson Hostler sign a Request to Fill Vacancy for a Corrections Corporal in the Brookings County Detention Center.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Post to approve and authorize Chairperson Hostler to sign a Request to Fill Vacancy for a Corrections Corporal in the Brookings County Detention Center.

All members voted “aye.” Motion carried.

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Hostler to sign a Request to Fill Vacancy for a part-time Weed & Pest Supervisor.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Veteran’s Service Officer’s Report and the Commission Department Director’s Report. Steffensen said she would like to get consensus from the board to move forward with a supplemental budget resolution. She said there is money in fund balance that needs to go into the 2026 budget for the City/County HVAC project, the library, the Samara Avenue project, and bridge projects. By consensus, the board agreed to move forward with the supplemental budget resolution.

Steffensen said the Trout Extravaganza will be Saturday, May 16<sup>th</sup> from 9:00 a.m.-4 pm, and Sunday, May 17<sup>th</sup> from 10am-4pm.

Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

## SCHEDULED AGENDA ITEMS – 9:00 A.M.

Berniece Stuefen and Scott Stuefen gave a presentation to the board regarding the Elkton Ambulance service. Berniece Stuefen said their area, as well as Elkton's fire service extends into Minnesota and Moody County, and they typically see 25-30 calls per year. She said they currently have 13 EMTs on the crew and none of them receive a salary. She said it's all volunteer.

Stuefen said they are looking for funds to help with continual educational training and for additional radios. Commissioner Jensen asked if other entities have heard this presentation. Stuefen said they have been reaching out to townships and local businesses to secure some funding. Jensen asked if there is a timeline to secure the funding. Stuefen said this calendar year. Jensen said they will be starting the budget process in May and recommended they put some quotes together. Stuefen said she will put some quotes together and send it to Commission Department Director Stacy Steffensen.

Commissioner Post thanked the Stuefen's for their service. Commissioner VanderWal asked if they have any upcoming events. Stuefen said their next EMS Refresher Course will be March 5<sup>th</sup>-7<sup>th</sup>.

Director of Library Services Ashia Gustafson gave a Brookings Public Library report.

## COMMISSIONERS' REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended the County Planning & Zoning Meeting; attended a county call with the State Association; attended the District 7 Legislative Coffee; and attended a Legislative Coffee in Watertown. VanderWal encouraged residents to call all controlled burns in.

Commissioner Post had nothing to report.

Commissioner Miller attended the County Planning & Zoning Meeting and attended the ICAP Board Meeting.

Commissioner Jensen attended the Conservation District Meeting; attended the Joint Powers Board Meeting; and attended the Conservation District's Annual Christmas Party.

Commissioner Hostler attended the Brookings Regional Growth Alliance Meeting; attended the Legislative Update via zoom; attended the Brookings Regional Growth Alliance Board Meeting; attended the District 7 Legislative Coffee; and attended the PPCC/POD Meeting.

## EXECUTIVE SESSION

Motion by Jensen, seconded by VanderWal to enter into Executive Session at 9:26 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 10:00 a.m. No action was taken.

## ADJOURNMENT

Motion by Jensen, seconded by VanderWal to adjourn the meeting. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, March 3, 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.

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Jenna Baker  
Finance Specialist  
Brookings County

Published once at the approximate cost of\_\_\_\_\_.

Brookings County  
**Travel / Education Request Form**

**Name(s):** Richard Haugen

**Department:** Emergency Management      **Position(s):** Deputy EM

Date(s)	Beginning Odometer	Ending Odometer	Destination
March 3, 2026			Sioux Falls, SD

**Reason for Travel:**

National Weather Service Spring 2026 Flooding forecast in Sioux Falls.

**Passengers:**

**Estimated Expenses:**

- Method of Travel:  County Vehicle  Private Auto  
    \_\_\_\_\_ Miles      @ \$ \_\_\_\_\_ /per mile = \$ 0.00
- Meals: \_\_\_\_\_ Breakfast(s) @ \$ \_\_\_\_\_ = \$ 0.00  
    1 Lunch(s) @ \$ 14.00 = \$ 14.00  
    \_\_\_\_\_ Dinner(s) @ \$ \_\_\_\_\_ = \$ 0.00
- Additional Expenses (taxi, parking, etc.):  
    Please list: \_\_\_\_\_ = \$ \_\_\_\_\_
- Lodging (Estimated number of nights): \_\_\_\_\_ = \$ \_\_\_\_\_
- Registration (Estimated cost): \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Cost Estimate:** = \$ 14.00

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

  
 \_\_\_\_\_  
 Department Head Signature

2/20/2026  
 \_\_\_\_\_  
 Date

Brookings County

# Travel / Education Request Form

Name (s) MARTIN STANWICK / DAVE BITELER

Department SHERIFF 211 Position SHERIFF

**Travel / Education**

Dates	Beginning Odometer	Ending Odometer	Destination
3-6-25	-	-	PIERRE

Reason for Travel GRADUATION THREE DEPUTIES - LAW ENFORCEMENT TRAINING.

Passengers Sgt. LANGSTRAAT, Sgt. CHESTER

**Estimated Expenses**

- Method of travel:  County Vehicle  Private Auto  
 \_\_\_\_\_ miles @ \$ \_\_\_\_\_ / mile = \$ 125<sup>00</sup>
- Meals: \_\_\_\_\_ Breakfast @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- 4 Lunch @ \$ 14.00 = \$ 56.00
- \_\_\_\_\_ Dinner @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- Additional Expenses (taxi, parking, etc): please list = \$ \_\_\_\_\_
- Lodging: \_\_\_\_\_ Estimated number days/nights = \$ \_\_\_\_\_
- Registration \_\_\_\_\_ Estimated Cost = \$ \_\_\_\_\_

Total Cost Estimate = \$ 181<sup>00</sup>

Martin Stanwick  
 Department Head signature

7-20-26  
 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 11<sup>th</sup> 2026
- Location: East Fire Station (607 20<sup>th</sup> 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: March 3, 2026

<b>Employee Name:</b>	Amanda Robbins				
<b>Department:</b>	Sheriff/Jail	<b>Position:</b>	Correctional Officer		
<b>Effective Date:</b>	02/21/2026	<b>Salary/Wage:</b>	\$	25.63	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Sam Hardin				
<b>Department:</b>	Sheriff	<b>Position:</b>	Deputy		
<b>Effective Date:</b>	03/01/2026	<b>Salary/Wage:</b>	\$	32.25	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Tim Haug				
<b>Department:</b>	Highway	<b>Position:</b>	Heavy Equipment Operator		
<b>Effective Date:</b>	03/01/2026	<b>Salary/Wage:</b>	\$	26.67	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Alex Luke				
<b>Department:</b>	Sheriff	<b>Position:</b>	Deputy		
<b>Effective Date:</b>	03/01/2026	<b>Salary/Wage:</b>	\$	33.55	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

## Personnel Action Notice Summary

Commission Meeting: March 3, 2026

<b>Employee Name:</b>	Reid Squires				
<b>Department:</b>	Equalization	<b>Position:</b>		Deputy	
<b>Effective Date:</b>	03/01/2026	<b>Salary/Wage:</b>		\$ 36.32	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

<b>Employee Name:</b>	Lori Schultz				
<b>Department:</b>	Finance	<b>Position:</b>		Finance Officer	
<b>Effective Date:</b>	04/03/2026	<b>Salary/Wage:</b>		\$ 96,066.00	
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
<b>Reason:</b>	Performance Review	New Hire	Resignation or Termination	Status Change	

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

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

## Personnel Action Notice Summary

Commission Meeting: March 3, 2026

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

## Personnel Action Notice Summary

Commission Meeting: March 3, 2026

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

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

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

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

## Personnel Action Notice Summary

Commission Meeting: March 3, 2026

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

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

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

<b>Employee Name:</b>					
<b>Department:</b>			<b>Position:</b>		
<b>Effective Date:</b>			<b>Salary/Wage:</b>		
<b>Status:</b>	Full Time	Part Time	Temp / Seasonal	Exempt	Non Exempt
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## Personnel Action Notice Summary

Commission Meeting: March 3, 2026

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

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

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

## Personnel Action Notice Summary

Commission Meeting: March 3, 2026

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

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

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

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

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03514 2/13/26 CREDIT CARDS

FUND : 101 GENERAL FUND

DEPARTMENT: 111 COMMISSIONERS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23573	FIRST BANK & TRUST	I-202602118035	101-4-111-4267	MAILCHIMP, KOOLBEANS		13.00
01-23574	FIRST BANK & TRUST	I-202602118037	101-4-111-4270	2-SHRM CONFERENCE, VACUUM		399.00
01-23586	FIRST BANK & TRUST	I-202602118032	101-4-111-4267	JAIL SUPPLIES, DEPUTY/JAIL FUE		43.80
			DEPUTY EQUIPMENT			
DEPARTMENT 111 COMMISSIONERS					TOTAL:	455.80

VENDOR SET: 01 Brookings County  
PACKET: 03514 2/13/26 CREDIT CARDS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 162 DIRECTOR OF EQUALIZATION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23576	FIRST BANK & TRUST	I-202602118033	101-4-162-4260	WALL CANVAS, USPAP COURSE		114.98
01-23576	FIRST BANK & TRUST	I-202602118033	101-4-162-4270	WALL CANVAS, USPAP COURSE		259.00

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 373.98

VENDOR SET: 01 Brookings County  
PACKET: 03514 2/13/26 CREDIT CARDS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 165 VETERAN'S SERVICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23573	FIRST BANK & TRUST	I-202602118035	101-4-165-4262	MAILCHIMP, KOOLBEANS		33.05
DEPARTMENT 165 VETERAN'S SERVICE					TOTAL:	33.05

VENDOR SET: 01 Brookings County

PACKET: 03514 2/13/26 CREDIT CARDS

FUND : 101 GENERAL FUND

DEPARTMENT: 171 INFORMATION TECHNOLOGY

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23575	FIRST BANK & TRUST	I-202602118036	101-4-171-4221	1PASSWORD ANNUAL SUBSCRIPTION		239.40
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						239.40

VENDOR SET: 01 Brookings County  
PACKET: 03514 2/13/26 CREDIT CARDS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 172 HUMAN RESOURCES

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23574	FIRST BANK & TRUST	I-202602118037	101-4-172-4270	2-SHRM CONFERENCE, VACUUM		399.00
DEPARTMENT 172 HUMAN RESOURCES					TOTAL:	399.00

VENDOR SET: 01 Brookings County  
 PACKET: 03514 2/13/26 CREDIT CARDS  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 211 SHERIFF'S OFFICE

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23586	FIRST BANK & TRUST	I-202602118032	101-4-211-4265	JAIL SUPPLIES,DEPUTY/JAIL FUE		1,887.15
			DEPUTY EQUIPMENT			
01-23586	FIRST BANK & TRUST	I-202602118032	101-4-211-4280	JAIL SUPPLIES,DEPUTY/JAIL FUE		36.08
			DEPUTY EQUIPMENT			
01-23586	FIRST BANK & TRUST	I-202602118038	101-4-211-4265	FUEL FOR PIERRE TRAVEL/TRAINI		203.97
DEPARTMENT 211 SHERIFF'S OFFICE					TOTAL:	2,127.20

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03514 2/13/26 CREDIT CARDS

FUND : 101 GENERAL FUND

DEPARTMENT: 212 COUNTY JAIL

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23586	FIRST BANK & TRUST	I-202602118032	101-4-212-4265	JAIL SUPPLIES,DEPUTY/JAIL FUE		416.16
			DEPUTY EQUIPMENT			
01-23586	FIRST BANK & TRUST	I-202602118032	101-4-212-4280	JAIL SUPPLIES,DEPUTY/JAIL FUE		98.17
			DEPUTY EQUIPMENT			
DEPARTMENT 212 COUNTY JAIL					TOTAL:	514.33

2/13/2026 3:50 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 8  
ITEMS PRINTED: PAID, UNPAID

VENDOR SET:	01	Brookings County				
PACKET:	03514	2/13/26 CREDIT CARDS				
FUND	:	101	GENERAL FUND			
DEPARTMENT:	421	COMMUNITY HEALTH NURSE				BANK: ALL
VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23574	FIRST BANK & TRUST	I-202602118037	101-4-421-4260	2-SHRM CONFERENCE, VACUUM		148.00
DEPARTMENT 421 COMMUNITY HEALTH NURSE TOTAL:						148.00

VENDOR SET: 01 Brookings County  
PACKET: 03514 2/13/26 CREDIT CARDS  
FUND : 101 GENERAL FUND  
DEPARTMENT: 611 COUNTY EXTENSION

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23581	FIRST BANK & TRUST	I-202602118034	101-4-611-4261	STAMPS.COM		20.99
01-23581	FIRST BANK & TRUST	I-202602118034	101-4-611-4262	OVERPYAMENT FROM DEC BILL		0.50CR
DEPARTMENT 611 COUNTY EXTENSION						TOTAL: 20.49
FUND 101 GENERAL FUND						TOTAL: 4,311.25
REPORT GRA						TOTAL: 4,311.25

\*\* 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	101-4-111-4267	POSTAGE	56.80	47,000	33,740.74				
	101-4-111-4270	TRAVEL & CONFERENCE	399.00	13,000	12,479.00				
	101-4-162-4260	SUPPLIES &N MATERIALS	114.98	8,000	7,448.64				
	101-4-162-4270	TRAVEL & CONFERENCE	259.00	15,000	14,741.00				
	101-4-165-4262	PROMOTIONAL	33.05	1,500	1,399.95				
	101-4-171-4221	DATA PROCESSING/SOFTWARE	239.40	377,100	293,945.99				
	101-4-172-4270	TRAVEL AND CONFERENCE	399.00	5,000	4,479.00				
	101-4-211-4265	FUEL/GASOLINE	2,091.12	80,000	71,792.19				
	101-4-211-4280	UTILITIES/CELL PHONES	36.08	40,000	37,825.39				
	101-4-212-4265	FUEL/GASOLINE	416.16	10,000	9,583.84				
	101-4-212-4280	UTILITIES/CELL PHONES	98.17	150,000	133,824.96				
	101-4-421-4260	SUPPLIES & MATERIALS	148.00	600	452.00				
	101-4-611-4261	POSTAGE REIMBURSEMENT FROM	20.99	2,000	1,958.02				
	101-4-611-4262	PROMOTIONAL	0.50-	3,500	3,500.50				
		** 2026 YEAR TOTALS	4,311.25						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-111	COMMISSIONERS	455.80
101-162	DIRECTOR OF EQUALIZATION	373.98
101-165	VETERAN'S SERVICE	33.05
101-171	INFORMATION TECHNOLOGY	239.40
101-172	HUMAN RESOURCES	399.00
101-211	SHERIFF'S OFFICE	2,127.20
101-212	COUNTY JAIL	514.33
101-421	COMMUNITY HEALTH NURSE	148.00
101-611	COUNTY EXTENSION	20.49
101 TOTAL	GENERAL FUND	4,311.25
	** TOTAL **	4,311.25

NO ERRORS

\*\* END OF REPORT \*\*

**BROOKINGS COUNTY  
VENDOR CLAIMS  
APPROVED BY**

---

Shawn Hostler  
Chair

---

Kelly VanderWal  
Vice Chair

---

Larry Jensen  
Commissioner

---

Doug Post  
Commissioner

---

Dave Miller  
Commissioner

---

Lori Schultz  
Finance Officer

2/17/2026 4:21 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

VENDOR SET: 01 Brookings County

PACKET: 03519 2/18/26 CREDIT CARD

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

PAGE: 1

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23580	FIRST BANK & TRUST	I-202602178039	101-4-528-4230	FACEBOOK ADS		124.83
DEPARTMENT 528 BCOAC						TOTAL: 124.83
FUND 101 GENERAL FUND						TOTAL: 124.83
REPORT GRA TOTAL:						124.83

\*\* 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	101-4-528-4230	PUBLISHING	124.83	11,500	10,802.17				
		** 2026 YEAR TOTALS	124.83						

\*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101-528	BCOAC	124.83
101 TOTAL	GENERAL FUND	124.83
	** TOTAL **	124.83

NO ERRORS

\*\* END OF REPORT \*\*

**BROOKINGS COUNTY  
VENDOR CLAIMS  
APPROVED BY**

---

Shawn Hostler  
Chair

---

Kelly VanderWal  
Vice Chair

---

Larry Jensen  
Commissioner

---

Doug Post  
Commissioner

---

Dave Miller  
Commissioner

---

Lori Schultz  
Finance Officer

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: N/A NON-DEPARTMENTAL

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 1  
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12589	SD DEPARTMENT OF REVENUE	I-202602238063	101-3-3421100	DW#25-21 SHERIFF TRUST		559.80
DEPARTMENT 0000 NON-DEPARTMENTAL					TOTAL:	559.80

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 111 COMMISSIONERS

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 2  
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11453	HY-VEE FOOD STORE	I-202602238074	101-4-111-4231	FUNERAL FLOWERS		50.00
01-12503	QUALIFIED PRESORT SERVI	I-202602238115	101-4-111-4267	2026 ASSESSMENT NOTICES		6,739.78
01-22073	RFD NEWSPAPERS INC	I-202602238223	101-4-111-4230	PUBLICATIONS		3,994.11
01-22964	AMAZON CAPITAL SERVICES	I-202602238069	101-4-111-4260	KEYBOARD, TAPE DISPENSER,		13.18
01-23036	DAKOTA MAILING	I-202602238068	101-4-111-4267	FREIGHT/POSTAGE MACHINE INK		181.84
01-23557	CHAMPION MEDIA, LLC	I-202602238110	101-4-111-4230	PUBLICATIONS		1,111.86
DEPARTMENT 111 COMMISSIONERS					TOTAL:	12,090.77

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 120 ELECTIONS

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 3  
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22056	ELECTION SOURCE	I-202602238087	101-4-120-4260	VOTE HERE SIGNS		1,552.25
01-22073	RFD NEWSPAPERS INC	I-202602238223	101-4-120-4230	PUBLICATIONS		174.09
DEPARTMENT 120 ELECTIONS					TOTAL:	1,726.34

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1	MARY JONES	I-202602238148	101-4-130-4280	MARY JONES: WITNESS		21.40
01-1	DIANE BASS	I-202602238149	101-4-130-4280	DIANE BASS: JURY DUTY 2/20/26		102.80
01-1	JASON BUMSTED	I-202602238150	101-4-130-4280	JASON BUMSTED: JURY DUTY 2/20		167.20
01-1	MALINDA BURCH	I-202602238151	101-4-130-4280	MALINDA BURCH: JURY DUTY 2/20		36.60
01-1	JEFFRY DRESSANDER	I-202602238152	101-4-130-4280	JEFFRY DRESSANDER: JURY DUTY		12.80
01-1	SANDRA FLASKEY	I-202602238153	101-4-130-4280	SANDRA FLASKEY: JURY DUTY 2/2		12.80
01-1	PAUL FLECKENSTEIN	I-202602238154	101-4-130-4280	PAUL FLECKENSTEIN: JURY DUTY		119.60
01-1	STEPHANIE FRANK	I-202602238155	101-4-130-4280	STEPHANIE FRANK:JURY DUTY 2/2		12.80
01-1	PATRICIA GARCIA	I-202602238156	101-4-130-4280	PATRICIA GARCIA: JURY DUTY 2/		11.40
01-1	KATHLEEN GERSTNER	I-202602238157	101-4-130-4280	KATHLEEN GERSTNER: JURY DUTY		14.20
01-1	CHANCE GOODFELLOW	I-202602238158	101-4-130-4280	CHANCE GOODFELLOW: JURY DUTY		38.00
01-1	SETH GREENOUGH	I-202602238159	101-4-130-4280	SETH GREENOUGH: JURY DUTY 2/2		14.20
01-1	JUSTIN GUTHMILLER	I-202602238160	101-4-130-4280	JUSTIN GUTHMILLER: JURY DUTY		21.20
01-1	ERIC HENENBERGER	I-202602238162	101-4-130-4280	ERIC HENENBERGER: JURY DUTY		119.60
01-1	ERICA HANSEN	I-202602238164	101-4-130-4280	ERICA HANSEN: JURY DUTY 2/20		12.80
01-1	KIMBERLY HAVARD	I-202602238165	101-4-130-4280	KIMBERLY HAVARD:JURY DUTY 2/2		17.00
01-1	CONNOR HOFFMAN	I-202602238166	101-4-130-4280	CONNOR HOFFMAN: JURY DUTY 2/2		19.80
01-1	ALEXIS HOLEN	I-202602238167	101-4-130-4280	ALEXIS HOLEN: JURY DUTY 2/20		12.80
01-1	NATHAN HOLMES	I-202602238168	101-4-130-4280	NATHAN HOLMES: JURY DUTY 2/20		11.40
01-1	DAVID HOLTER	I-202602238169	101-4-130-4280	DAVID HOLTER: JURY DUTY 2/20		29.60
01-1	DAVID HOPEWELL	I-202602238170	101-4-130-4280	DAVID HOPEWELL: JURY DUTY 2/2		11.40
01-1	MATTHEW ITTERMAN	I-202602238171	101-4-130-4280	MATTHEW ITTERMAN: JURY DUTY		14.20
01-1	ANGELA JENSEN	I-202602238172	101-4-130-4280	ANGELA JENSEN: JURY DUTY 2/20		29.60
01-1	STEVEN JONGELING	I-202602238174	101-4-130-4280	STEVEN JONGELING: JURY DUTY		11.40
01-1	GREGG JORGENSON	I-202602238175	101-4-130-4280	GREGG JORGENSON: JURY DUTY		14.20
01-1	JAMES KEPFORD	I-202602238176	101-4-130-4280	JAMES KEPFORD: JURY DUTY 2/20		122.40
01-1	CINTHIA KJELLEN	I-202602238177	101-4-130-4280	CINTHIA KJELLEN: JURY DUTY		32.40
01-1	RONALD LONGVILLE	I-202602238178	101-4-130-4280	RONALD LONGVILLE:JURY DUTY2/2		12.80
01-1	DONNA MILLER	I-202602238179	101-4-130-4280	DONNA MILLER: JURY DUTY 2/20		114.00
01-1	KYLE MINET	I-202602238180	101-4-130-4280	KYLE MINET: JURY DUTY 2/20		108.40
01-1	JORDAN MINOR	I-202602238181	101-4-130-4280	JORDAN MINOR: JURY DUTY 2/20		144.80
01-1	THOMAS MOLENGRAAF	I-202602238182	101-4-130-4280	THOMAS MOLENGRAAF: JURY DUTY		105.60
01-1	KIRA MOORSE	I-202602238183	101-4-130-4280	KIRA MOORSE: JURY DUTY 2/20		26.80
01-1	ERICH OLSON	I-202602238184	101-4-130-4280	ERICH OLSON: JURY DUTY 2/20		17.00
01-1	KATERINA PRUETT	I-202602238185	101-4-130-4280	KATERINA PRUETT:JURY DUTY 2/2		19.80
01-1	COLLIN RABCHENIA	I-202602238186	101-4-130-4280	COLLIN RABCHENIA:JURY DUTY2/2		12.80
01-1	EVAN RATHBUN	I-202602238187	101-4-130-4280	EVAN RATHBUN: JURY DUTY 2/20		18.40
01-1	WAYNE RESMEN	I-202602238188	101-4-130-4280	WAYNE RESMEN: JURY DUTY 2/20		12.80
01-1	ANGIE RONDEAU-HYDE	I-202602238189	101-4-130-4280	ANGIE RONDEAU-HYDE: JURY DUTY		14.20
01-1	KAREN RONNE	I-202602238190	101-4-130-4280	KAREN RONNE: JURY DUTY 2/20		31.00
01-1	WADE SCHWARZ	I-202602238191	101-4-130-4280	WADE SCHWARZ: JURY DUTY 2/20		105.60
01-1	ALICIA STERUD	I-202602238192	101-4-130-4280	ALICIA STERUD: JURY DUTY 2/20		17.00
01-1	CLARION TAYLOR	I-202602238193	101-4-130-4280	CLARION TAYLOR: JURY DUTY 2/2		11.40
01-1	LAURA TINDALL	I-202602238194	101-4-130-4280	LAURA TINDALL: JURY DUTY 2/20		105.60
01-1	PAMELA UTHE-JANSON	I-202602238195	101-4-130-4280	PAMELA UTHE-JANSON: JURY DUTY		12.80
01-1	LANE VANDERWAL	I-202602238196	101-4-130-4280	LANE VANDERWAL: JURY DUTY 2/2		119.60
01-1	VICTORIA VERNARSKY	I-202602238197	101-4-130-4280	VICTORIA VERNARSKY: JURY DUTY		11.40
01-1	RICHARD WAITE	I-202602238198	101-4-130-4280	RICHARD WAITE: JURY DUTY 2/20		18.40
01-1	SCOTT WHITEHEAD	I-202602238199	101-4-130-4280	SCOTT WHITEHEAD:JURY DUTY 2/2		105.60

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-1	JILL ALMS	I-202602238200	101-4-130-4280	JILL ALMS: GRANDJURY DUTY 2/2		12.80
01-1	ZACHARY BENSON	I-202602238201	101-4-130-4280	ZACHARY BENSON:GRAND JURY DUT		21.20
01-1	KEITH CYPHERT	I-202602238202	101-4-130-4280	KEITH CYPHERT:GRAND JURY DUTY		58.40
01-1	GERALD FRIEDEL	I-202602238203	101-4-130-4280	GERALD FRIEDEL:GRAND JURY DUT		54.20
01-1	GEOFFRY GOODFELLOW	I-202602238204	101-4-130-4280	GEOFFRY GOODFELLOW:GRAND JURY		43.60
01-1	STACIE HANSEN	I-202602238205	101-4-130-4280	STACIE HANSEN:GRAND JURY DUTY		39.40
01-1	RYAN HOFFMAN	I-202602238206	101-4-130-4280	RYAN HOFFMAN:GRAND JURY DUTY		51.40
01-1	TESS HOLZER	I-202602238207	101-4-130-4280	TESS HOLZER:GRAND JURY DUTY		52.80
01-1	MARGARET JANSSEN	I-202602238208	101-4-130-4280	MARGARET JANSSEN:GRAND JURY D		51.40
01-1	CHRISTOPHER NELSON	I-202602238209	101-4-130-4280	CHRISTOPHER NELSON:GRAND JURY		59.80
01-1	TROY NELSON	I-202602238210	101-4-130-4280	TROY NELSON:GRAND JURY DUTY		52.80
01-1	CHRISTY OSBORNE	I-202602238211	101-4-130-4280	CHRISTY OSBORNE:GRAND JURY DU		12.80
01-1	TYSON PETERSON	I-202602238213	101-4-130-4280	TYSON PETERSON:GRAND JURY DUT		17.00
01-1	PEYTON RADEMACHER	I-202602238214	101-4-130-4280	PEYTON RADEMACHER:GRAND JURY		12.80
01-1	ALITA RATHBUN	I-202602238215	101-4-130-4280	ALITA RATHBUN:GRAND JURY DUTY		75.20
01-1	PAUL RICHTER	I-202602238216	101-4-130-4280	PAUL RICHTER:GRAND JURY DUTY		59.80
01-1	PATRICK TAYLOR	I-202602238217	101-4-130-4280	PATRICK TAYLOR:GRAND JURY DUT		11.40
01-1	CRYSTAL YONKER	I-202602238218	101-4-130-4280	CRYSTAL YONKER:GRAND JURY DUT		55.60
01-11453	HY-VEE FOOD STORE	I-202602238089	101-4-130-4280	REFRESHMENTS/SUPPLIES		12.90
01-11847	DONALD MCCARTY	I-202602238219	101-4-130-4222	CAA CRI25-236		520.50
01-11847	DONALD MCCARTY	I-202602238220	101-4-130-4222	CAA CRI24-937		853.30
01-12602	RICK RIBSTEIN	I-202602238078	101-4-130-4222	CAACRI25-33,242		526.90
01-12602	RICK RIBSTEIN	I-202602238086	101-4-130-4222	CAA CRI25-882		984.00
01-12602	RICK RIBSTEIN	I-202602238088	101-4-130-4222	CAA CRI25-368		2,355.31
01-12746	SDACC	I-202602238055	101-4-130-4210	1ST QUARTER CLERP PAYMENT		14,256.00
01-13262	VANDENBERG LAW	I-202602238076	101-4-130-4222	CAA JUV24-3		2,663.75
01-13262	VANDENBERG LAW	I-202602238077	101-4-130-4222	CAA CRI25-875		1,061.50
01-17926	TIM HOGAN	I-202602238079	101-4-130-4222	CAA CRI25-294; 146		10,395.43
01-17926	TIM HOGAN	I-202602238080	101-4-130-4222	CAACRI25-551;69;509;697,25-38		4,333.05
01-22522	TEREE A NESVOLD	I-202602238221	101-4-130-4222	CAA CRI25-500		1,116.00
01-23062	TEESDALE LAW OFFICE PLL	I-202602238083	101-4-130-4222	CAA CRI25-540		2,246.50
01-23062	TEESDALE LAW OFFICE PLL	I-202602238084	101-4-130-4222	CAA CRI23-479		637.30
01-23062	TEESDALE LAW OFFICE PLL	I-202602238085	101-4-130-4222	CAA CRI25-840, 839		1,142.90
01-23409	EAST RIVER PSYCHOLOGICA	I-202602238125	101-4-130-4290	PSYCHOSEXUAL EVAL CRI24-295		2,500.00
01-23596	ALLI CUMMINGS GAUER	I-202602238081	101-4-130-4222	CAA CRI23-675		560.31
01-23596	ALLI CUMMINGS GAUER	I-202602238222	101-4-130-4222	CAA CRI25-873, MAG25-481, 484		960.00

DEPARTMENT 130 JUDICIAL SYSTEM TOTAL: 50,057.45

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VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 143 FINANCE OFFICE

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-12261	OFFICE PEEPS INC	I-202602238082	101-4-143-4260	SANITIZER, INK, TAPE, PAPER		341.68
01-23557	CHAMPION MEDIA, LLC	I-202602238110	101-4-143-4230	PUBLICATIONS		3,483.00
DEPARTMENT 143 FINANCE OFFICE					TOTAL:	3,824.68

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VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 151 STATES ATTORNEY

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202602238124	101-4-151-4260	COPPIER CONTRACT		51.76
01-12261	OFFICE PEEPS INC	I-202602238075	101-4-151-4260	PAPER, TONER		243.68
01-13370	THOMSON REUTERS - WEST	I-202602238123	101-4-151-4260	NOVEMBER INFORMATION BILLING		1,185.03
DEPARTMENT 151 STATES ATTORNEY					TOTAL:	1,480.47

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER  
 VENDOR SET: 01 Brookings County  
 PACKET: 03520 3/3/26 claims  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 161 COUNTY BUILDING

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202602238072	101-4-161-4280	CH/COMM HEALTH/LAWN IRRIGATIO		1,918.94
01-10354	BROOKINGS CITY UTILITIE	I-202602238072	101-4-161-4283	CH/COMM HEALTH/LAWN IRRIGATIO		299.96
01-10792	DEN-WIL INC	I-202602238073	101-4-161-4241	MARCH COMM HEALTH RENT		1,050.00
01-12236	NORTHWESTERN ENERGY	I-202602238066	101-4-161-4280	COURTHOUSE NATURAL GAS USAGE		12.00
01-12236	NORTHWESTERN ENERGY	I-202602238090	101-4-161-4280	MONTHLY UTILITIES/FEES		1,417.57
01-22431	RAZORS EDGE GROUNDS KEE	I-202602238070	101-4-161-4250	JAN CH GROUNDS MAINTENANCE		3,375.00
01-23603	FORTE	I-202602238041	101-4-161-4250	COURTHOUSE AV MAINTENANCE		710.00
DEPARTMENT 161 COUNTY BUILDING					TOTAL:	8,783.47

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03520 3/3/26 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-202602238065	101-4-162-4260	OFFICE SUPPLIES		183.38
01-12503	QUALIFIED PRESORT SERVI	I-202602238115	101-4-162-4220	2026 ASSESSMENT NOTICES		781.75

DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL: 965.13

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 171 INFORMATION TECHNOLOGY

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-19603	MEDIACOM LLC	I-202602238071	101-4-171-4221	COURTHOUSE WIFI		191.94
01-22964	AMAZON CAPITAL SERVICES	I-202602238069	101-4-171-4260	KEYBOARD, TAPE DISPENSER,		102.99
DEPARTMENT 171 INFORMATION TECHNOLOGY TOTAL:						294.93

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VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 172 HUMAN RESOURCES

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10162	AVERA OCCUPATIONAL MEDI	I-202602238067	101-4-172-4220	LAB TESTING		222.90
DEPARTMENT 172 HUMAN RESOURCES					TOTAL:	222.90

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VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 211 SHERIFF'S OFFICE

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10541	CENTURY BUSINESS PRODUC	I-202602238112	101-4-211-4250	MONTHLY UTILITIES/FEES		125.88
01-11719	L&L AUTO & TRUCK PARTS	I-202602238141	101-4-211-4251	BATTERY		6.00
01-13319	WW TIRE SERVICE INC	I-202602238131	101-4-211-4251	PATROL VEHICLE MAINT/REPAIRS		466.08
01-18134	WALBURG, DUANE	I-202602238091	101-4-211-4221	ANIMAL CONTROL MILEAGE		44.88
01-19277	ALLEGRA PRINT & IMAGING	I-202602238138	101-4-211-4260	BUS CARDS-BLK ON WHITE		118.03
01-20143	CITY OF BROOKINGS	I-202602238139	101-4-211-4221	UNCLAIMED DOGS X3		540.00
01-20393	COAST TO COAST SOLUTION	I-202602238136	101-4-211-4260	DEPUTY SUPPLIES		348.59
01-22551	M&M SERVICE	I-202602238133	101-4-211-4251	PATROL VEHICLE MAINT/REPAIRS		207.75
01-22796	AURORA QUICK STOP	I-202602238111	101-4-211-4265	DEPUTY FUEL		1,459.63
01-23204	C&R FIRE SUPPRESSION db	I-202602238137	101-4-211-4250	FIRE EXTINGUISHERS		613.50
01-23209	PREVENTION MAGAZINE	I-202602238135	101-4-211-4230	MAGAZINE ADS		200.00
					DEPARTMENT 211 SHERIFF'S OFFICE	TOTAL: 4,130.34

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER  
 VENDOR SET: 01 Brookings County  
 PACKET: 03520 3/3/26 claims  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 212 COUNTY JAIL

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202602238093	101-4-212-4280	MONTHLY UTILITIES/FEES		4,808.02
01-10541	CENTURY BUSINESS PRODUC	I-202602238112	101-4-212-4250	MONTHLY UTILITIES/FEES		304.41
01-10670	COOK'S WASTEPAPER & REC	I-202602238092	101-4-212-4280	GARBAGE/WASTE UTILITIES		441.07
01-11371	HILLYARD/SIOUX FALLS	I-202602238140	101-4-212-4260	JAIL JANITORIAL SUPPLIES		4,681.89
01-12236	NORTHWESTERN ENERGY	I-202602238090	101-4-212-4280	MONTHLY UTILITIES/FEES		4,252.70
01-12366	PENNINGTON COUNTY SHERI	I-202602238132	101-4-212-4271	INMATE SHUTTLE TRANSPORTATION		287.02
01-22002	PROCHEM DYNAMICS LLC	I-202602238134	101-4-212-4260	JAIL SUPPLIES		238.66
01-23137	AVERA MEDICAL	I-202602238147	101-4-212-4263	INMATE LIENABLE CLINICAL VISI		17.28
DEPARTMENT 212 COUNTY JAIL					TOTAL:	15,031.05

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VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 223 DRAINAGE COMMISSION

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202602238046	101-4-223-4250	COPIER CONTRACT		49.50
01-10204	BANNER ASSOCIATES	I-202602238051	101-4-223-4220	PROFESSIONAL SERVICES FOR		1,140.00
01-12261	OFFICE PEEPS INC	I-202602238048	101-4-223-4260	TONERS		147.05
DEPARTMENT 223 DRAINAGE COMMISSION					TOTAL:	1,336.55

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VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 441 BEHAVIORAL HEALTH

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11634	KENNEDY PIER KNOFF LOFT	I-202602238130	101-4-441-4290	IVC		192.00
01-11788	LEWIS & CLARK BEHAVIORA	I-202602238126	101-4-441-4220	IVC		225.00
01-21605	KATTERHAGEN, MARK	I-202602238128	101-4-441-4220	IVC		24.00
01-23085	VAL LARSON	I-202602238129	101-4-441-4220	IVC		24.00
01-23220	FOX LAW FIRM, PLLC	I-202602238142	101-4-441-4290	IVC		207.57
DEPARTMENT 441 BEHAVIORAL HEALTH						TOTAL: 672.57

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 442 ADVANCE

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10034	ADVANCE	I-202602238062	101-4-442-4290	NON-MANDATED FUND		35,000.00
				DEPARTMENT 442 ADVANCE	TOTAL:	35,000.00

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER  
 VENDOR SET: 01 Brookings County  
 PACKET: 03520 3/3/26 claims  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 528 BCOAC

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202602238102	101-4-528-4280	MONTHLY UTILITIES/IRRIGATION		1,686.11
01-10541	CENTURY BUSINESS PRODUC	I-202602238103	101-4-528-4250	COPIER CONTRACT		126.72
01-10670	COOK'S WASTEPAPER & REC	I-202602238100	101-4-528-4280	FEB 2026 COMMERCIAL/RECYCLING		177.95
01-10921	EKERN HOME EQUIPMENT CO	I-202602238098	101-4-528-4250	FIXED LEAKING VACUUM BREAKER,		312.73
01-11371	HILLYARD/SIOUX FALLS	I-202602238107	101-4-528-4260	DEFOAMER		166.44
01-13254	UPS STORE	I-202602238101	101-4-528-4230	FREE MEMBERSHIP CARD FOR JAIL		104.99
01-21901	AMP ELECTRIC CONSTRUCTI	I-202602238226	101-4-528-4250	STRIP LIGHT INSTALL/SERVICE		92.91
01-22283	TRANE US INC	I-202602238104	101-4-528-4250	INSTALLATION/EQUIPMENT HVAC		7,950.00
01-22306	BAN-KOE SYSTEMS INC	I-202602238043	101-4-528-4250	RENEWAL ON INSPECTION/TEST/SU		1,346.00
01-22330	ACTION TARGET	I-202602238095	101-4-528-4260	GUN RANGE MEMBER TARGETS		266.18
01-22431	RAZORS EDGE GROUNDS KEE	I-202602238106	101-4-528-4250	SNOW REMOVAL/ICE MELT&SAND		1,662.50
01-22964	AMAZON CAPITAL SERVICES	I-202602238099	101-4-528-4260	ARCHERY TARGETS		150.00
01-23480	WARRIOR MONK ACADEMY LL	I-202602238105	101-4-528-4220	SD ENHANCED		322.00
01-23602	NORTHERN CARPET CLEANIN	I-202602238040	101-4-528-4250	STRIPPING/WAXING CONCOURSE FL		3,315.60

DEPARTMENT 528 BCOAC TOTAL: 17,680.13

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 611 COUNTY EXTENSION

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-22872	STATE 4-H OFFICE	I-202602238042	101-4-611-4294	POULTRY BANDS		60.00
01-22964	AMAZON CAPITAL SERVICES	I-202602238097	101-4-611-4260	CHICKS IN CLASSROOM-PROGRAMMI		124.24
01-22964	AMAZON CAPITAL SERVICES	I-202602238109	101-4-611-4260	OFFICE SUPPLIES/PROGRAMMING M		356.48
01-23037	SDAE4-HP	I-202602238108	101-4-611-4270	SPRING CONFERENCE REGISTRATIO		80.00
01-23261	SDSU EXTENSION	I-202602238094	101-4-611-4220	4H EDUCATOR SALARY BILLING		23,050.00
DEPARTMENT 611 COUNTY EXTENSION						TOTAL: 23,670.72

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 101 GENERAL FUND  
DEPARTMENT: 615 WEED CONTROL

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

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ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-202602238064	101-4-615-4281	WATER FOR TRUCK SHED		111.21
DEPARTMENT 615 WEED CONTROL					TOTAL:	111.21

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 DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER  
 VENDOR SET: 01 Brookings County  
 PACKET: 03520 3/3/26 claims  
 FUND : 101 GENERAL FUND  
 DEPARTMENT: 711 PLANNING & ZONING

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VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10012	A&B BUSINESS INC	I-202602238046	101-4-711-4250	COPIER CONTRACT		148.52
01-11453	HY-VEE FOOD STORE	I-202602238047	101-4-711-4262	ZONING MTG REFRESHMENTS		15.47
01-12261	OFFICE PEEPS INC	I-202602238048	101-4-711-4260	TONERS		441.16
01-21502	STEVEN UST	I-202602238049	101-4-711-4221	INSPECTIONS		700.00
01-22073	RFD NEWSPAPERS INC	I-202602238146	101-4-711-4230	PUBLICATIONS		84.12
01-23557	CHAMPION MEDIA, LLC	I-202602238225	101-4-711-4230	SUBSCRIPTION RENEWAL		180.00
DEPARTMENT 711 PLANNING & ZONING						TOTAL: 1,569.27
FUND 101 GENERAL FUND						TOTAL: 179,207.78

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10204	BANNER ASSOCIATES	I-202602238122	201-4-311-4220	STR06-153-200, 06-248-040,		21,170.00
01-10247	BIERSCHBACH EQUIPMENT	I-202602238121	201-4-311-4260	RED SQUEEGEE BLADE		228.64
01-10339	BROOKINGS AUTO MALL INC	I-202602238144	201-4-311-4260	SEALS/HOSE		401.51
01-10354	BROOKINGS CITY UTILITIE	I-202602238056	201-4-311-4280	WESTERN AVE/SWIFTEL		1,232.11
01-10367	BROOKINGS COUNTY FINANC	I-202602238059	201-4-311-4260	2026 SILVERADO TITLE, LIC,MAI		33.70
01-10367	BROOKINGS COUNTY FINANC	I-202602238060	201-4-311-4260	2026 TAHOE TITLE, LIC, MAILIN		33.70
01-10372	BROOKINGS-DEUEL RWS	I-202602238145	201-4-311-4280	BRUCE SHOP		39.40
01-10670	COOK'S WASTEPAPER & REC	I-202602238058	201-4-311-4280	MAIN SHOP/WHITE SHOP		273.13
01-11078	FOERSTER DISTRIBUTING	I-202602238057	201-4-311-4260	TOILET PAPER/PAPER TOWELS		190.00
01-11827	LOWE'S	I-202602238052	201-4-311-4260	OFFICE SUPPLY GLUE		12.31
01-12002	MIDWEST GLASS	I-202602238118	201-4-311-4250	ADHESIVE&INSTALL GLASS		280.00
01-12757	SD DEPT OF AGRICULTURE	I-202602238114	201-4-311-4220	STORMWATER CONSTRUCTION FEE		100.00
01-12898	TOWN OF SINAI	I-202602238120	201-4-311-4280	JAN SEWER/FEB GARBAGE		66.00
01-13291	VERIZON WIRELESS	I-202602238045	201-4-311-4280	TOUGHBOOK USB HWY DEPT TABLET		80.02
01-19708	BOBCAT OF BROOKINGS	I-202602238143	201-4-311-4260	SHOP SUPPLIES/COUPLER		344.25
01-20512	CHS	I-202602238053	201-4-311-4265	FUEL STATEMENT		4,533.42
01-22826	IMEG CONSULTANTS CORP	I-202602238117	201-4-311-4250	SURFACING PROJ PROF SERVICES		10,000.00
01-23458	CRAFCO, INC	I-202602238119	201-4-311-4260	CRACK MACHINE REPAIR		26,685.75
01-23461	AXESS COOPERATIVE	I-202602238116	201-4-311-4260	LP GAS		435.18

DEPARTMENT 311 HIGHWAY ADMINISTRATION TOTAL: 66,139.12

FUND 201 ROAD & BRIDGE FUND TOTAL: 66,139.12

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 207 E-911 FUND  
DEPARTMENT: 225 911 SERVICES

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 22  
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-20143	CITY OF BROOKINGS	I-202602238061	207-4-225-4220	DEC 2025 E91 MONEY		47,343.40
DEPARTMENT 225 911 SERVICES						TOTAL: 47,343.40
FUND 207 E-911 FUND						TOTAL: 47,343.40

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 03520 3/3/26 claims

FUND : 226 EMERGENCY MANAGEMENT

DEPARTMENT: 222 EMERGENCY & DISASTER SERV

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10390	BROOKINGS HEALTH SYSTEM	I-202602238050	226-4-222-4294	MONTHLY PPCC/POD MEETING		126.06
01-20466	AT&T MOBILITY	I-202602238224	226-4-222-4250	NIGHTHAWK MIFI MOBILE WIFI		40.54
DEPARTMENT 222 EMERGENCY & DISASTER S TOTAL:						166.60
FUND 226 EMERGENCY MANAGEMENT TOTAL:						166.60

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 250 ROD RELIEF FUND  
DEPARTMENT: 163 ROD Relief Fund

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 24  
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11863	MCLEOD'S PRINTING & OFF	I-202602238127	250-4-163-4260	FEE BOOK #41		1,006.78
01-22271	CREATIVE PRINTING	I-202602238054	250-4-163-4260	ENVELOPES		156.95
-----						
				DEPARTMENT 163	ROD Relief Fund	TOTAL: 1,163.73
-----						
				FUND 250	ROD RELIEF FUND	TOTAL: 1,163.73

2/25/2026 2:28 PM  
VENDOR SET: 01 Brookings County  
PACKET: 03520 3/3/26 claims  
FUND : 301 COUNTY BUILDING FUND  
DEPARTMENT: 161 COUNTY BUILDING

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 25  
ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-23598	SODAK PAINTING	I-202602238113	301-4-161-4295	COURTHOUSE PAINTING		8,635.72
				DEPARTMENT 161	COUNTY BUILDING	TOTAL: 8,635.72
				FUND	301 COUNTY BUILDING FUND	TOTAL: 8,635.72
						REPORT GRA TOTAL: 302,656.35

\*\* 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	101-3-3421100	SHERIFF FEES *NON-EXPENS	559.80	100,000-	77,486.33-				
	101-4-111-4230	PUBLISHING	5,105.97	38,000	30,866.29				
	101-4-111-4231	PUBLIC RELATIONS	50.00	3,600	3,550.00				
	101-4-111-4260	SUPPLIES & MATERIALS	13.18	5,000	4,805.13				
	101-4-111-4267	POSTAGE	6,921.62	47,000	26,355.26				
	101-4-120-4230	PUBLISHING	174.09	18,000	17,825.91				
	101-4-120-4260	ELECTION SUPPLIES	1,552.25	24,000	22,247.75				
	101-4-130-4210	CATASTROPHIC LEGAL	14,256.00	48,000	33,744.00				
	101-4-130-4222	ADULT DEFENSE	30,356.75	520,000	389,394.12				
	101-4-130-4280	JURY & WITNESS	2,944.70	15,000	10,967.24				
	101-4-130-4290	COURT CASE EXPENSE	2,500.00	32,000	24,981.25				
	101-4-143-4230	PUBLISHING	3,483.00	4,500	933.00-	Y			
	101-4-143-4260	SUPPLIES & MATERIALS	341.68	17,000	14,231.37				
	101-4-151-4260	SUPPLIES & MATERIALS	1,480.47	30,000	16,184.24				
	101-4-161-4241	RENTAL/COMM. HEALTH	1,050.00	14,000	10,850.00				
	101-4-161-4250	REPAIRS AND MAINTENANCE	4,085.00	70,000	51,996.56				
	101-4-161-4280	UTILITIES/COURTHOUSE	3,348.51	55,000	46,140.72				
	101-4-161-4283	UTILITIES/COMM. HEALTH	299.96	3,500	2,697.04				
	101-4-162-4220	PROFESSIONAL SERV. & FEES	781.75	24,000	16,053.65				
	101-4-162-4260	SUPPLIES & N MATERIALS	183.38	8,000	7,210.46				
	101-4-171-4221	DATA PROCESSING/SOFTWARE	191.94	377,100	229,148.21				
	101-4-171-4260	SUPPLIES	102.99	14,100	13,761.97				
	101-4-172-4220	PROFESSIONAL SERVICES	222.90	30,000	27,955.30				
	101-4-211-4221	ANIMAL CONTROL	584.88	5,500	4,652.90				
	101-4-211-4230	PUBLISHING	200.00	2,500	2,300.00				
	101-4-211-4250	BUILDING MAINTENANCE	739.38	15,000	8,651.95				
	101-4-211-4251	VEHICLE MAINTENANCE	679.83	66,000	57,630.82				
	101-4-211-4260	SUPPLIES & MATERIALS	466.62	21,500	20,367.30				
	101-4-211-4265	FUEL/GASOLINE	1,459.63	80,000	69,648.47				
	101-4-212-4250	BUILDING MAINTENANCE	304.41	35,000	29,598.45				
	101-4-212-4260	SUPPLIES & MATERIALS	4,920.55	65,000	58,431.81				
	101-4-212-4263	MEDICAL SERVICE/LIENABLE	17.28	50,000	48,377.72				
	101-4-212-4271	TRANSPORT PRISONER	287.02	4,000	3,569.47				
	101-4-212-4280	UTILITIES/CELL PHONES	9,501.79	150,000	124,323.17				
	101-4-223-4220	PROFESSIONAL SERV. & FEES	1,140.00	50,000	40,513.50				
	101-4-223-4250	REPAIRS AND MAINTENANCE	49.50	300	208.26				
	101-4-223-4260	SUPPLIES & MATERIALS	147.05	200	11.23				
	101-4-441-4220	PROFESSIONAL SERV. & FEES	273.00	62,000	51,004.75				
	101-4-441-4290	CRT APPORT. ATT'Y/M.I.	399.57	10,000	8,210.29				
	101-4-442-4290	OTHERS	35,000.00	35,000	0.00				
	101-4-528-4220	PROFESSIONAL SERV & FEES	322.00	10,000	8,140.00				
	101-4-528-4230	PUBLISHING	104.99	11,500	10,697.18				
	101-4-528-4250	REPAIR & MAINT	14,806.46	64,000	17,004.07				
	101-4-528-4260	SUPPLIES & MATERIALS	582.62	26,000	23,164.97				

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

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	101-4-528-4280	UTILITIES/CELL PHONES	1,864.06	60,000	51,415.74				
	101-4-611-4220	Payment to SDSU for 4-H	23,050.00	23,857	807.00				
	101-4-611-4260	SUPPLIES & MATERIALS	480.72	8,000	6,797.95				
	101-4-611-4270	TRAVEL & CONFERENCE	80.00	6,500	6,426.70				
	101-4-611-4294	4H Projects/Shooting Sport	60.00	4,000	3,940.00				
	101-4-615-4281	UTILITIES	111.21	5,000	3,951.28				
	101-4-711-4221	INSPECTION FEES	700.00	22,000	17,900.00				
	101-4-711-4230	PUBLISHING	264.12	2,500	2,140.72				
	101-4-711-4250	REPAIRS & MAINTENANCE	148.52	1,500	1,224.73				
	101-4-711-4260	SUPPLIES & MATERIALS	441.16	2,000	1,420.14				
	101-4-711-4262	PROMOTIONAL	15.47	1,500	1,457.57				
	201-4-311-4220	PROFESSIONAL SERVICES	21,270.00	200,000	141,705.08				
	201-4-311-4250	REPAIRS & MAINT.	10,280.00	2,600,000	2575,388.69				
	201-4-311-4260	SUPPLIES & MATERIALS	28,365.04	1,600,000	1334,746.62				
	201-4-311-4265	FUEL/GASOLINE	4,533.42	290,000	262,022.59				
	201-4-311-4280	UTILITIES / CELL PHONES	1,690.66	32,000	19,578.53				
	207-4-225-4220	PROF SRVC/FEE BRK CTY DISP	47,343.40	555,400	460,227.63				
	226-4-222-4250	REPAIRS AND MAINTENANCE	40.54	2,000	1,158.46				
	226-4-222-4294	PPCC/POD	126.06	1,000	112.47- Y				
	250-4-163-4260	SUPPLIES	1,163.73	3,000	1,836.27				
	301-4-161-4295	COURTHOUSE BLDG.	8,635.72	127,142	100,113.63				
		** 2026 YEAR TOTALS	302,656.35						

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 \*\* DEPARTMENT TOTALS \*\*

ACCT	NAME	AMOUNT
101	NON-DEPARTMENTAL	559.80
101-111	COMMISSIONERS	12,090.77
101-120	ELECTIONS	1,726.34
101-130	JUDICIAL SYSTEM	50,057.45
101-143	FINANCE OFFICE	3,824.68
101-151	STATES ATTORNEY	1,480.47
101-161	COUNTY BUILDING	8,783.47
101-162	DIRECTOR OF EQUALIZATION	965.13
101-171	INFORMATION TECHNOLOGY	294.93
101-172	HUMAN RESOURCES	222.90
101-211	SHERIFF'S OFFICE	4,130.34
101-212	COUNTY JAIL	15,031.05
101-223	DRAINAGE COMMISSION	1,336.55
101-441	BEHAVIORAL HEALTH	672.57

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

ACCT	NAME	AMOUNT
101-442	ADVANCE	35,000.00
101-528	BCOAC	17,680.13
101-611	COUNTY EXTENSION	23,670.72
101-615	WEED CONTROL	111.21
101-711	PLANNING & ZONING	1,569.27
-----		
101 TOTAL	GENERAL FUND	179,207.78
-----		
201-311	HIGHWAY ADMINISTRATION	66,139.12
-----		
201 TOTAL	ROAD & BRIDGE FUND	66,139.12
-----		
207-225	911 SERVICES	47,343.40
-----		
207 TOTAL	E-911 FUND	47,343.40
-----		
226-222	EMERGENCY & DISASTER SERV	166.60
-----		
226 TOTAL	EMERGENCY MANAGEMENT	166.60
-----		
250-163	ROD Relief Fund	1,163.73
-----		
250 TOTAL	ROD RELIEF FUND	1,163.73
-----		
301-161	COUNTY BUILDING	8,635.72
-----		
301 TOTAL	COUNTY BUILDING FUND	8,635.72
-----		
	** TOTAL **	302,656.35

NO ERRORS

\*\* END OF REPORT \*\*

ANNUAL REPORT FOR BROOKINGS COUNTY  
AS OF AND FOR THE YEAR ENDED December 31, 2025

**GOVERNMENTAL FUNDS--MODIFIED CASH BASIS**

	General Fund	Road and Bridge Fund	301 County Bldg Fund	Other Governmental Funds	Total Governmental Funds
Beginning Balance	24,246,749.77	2,756,397.35	1,754,175.67	3,577,388.47	32,334,711.26
<b>Revenues and Other Sources (minor level):</b>					
<b>Taxes:</b>					
Current Property Taxes	15,123,682.12		388,764.56	585,598.23	16,098,044.91
Delinquent Property Taxes	57,183.40		1,469.84	2,016.85	60,670.09
Penalties and Interest	24,441.29		396.11	525.10	25,362.50
Telephone Tax (Outside)	206.38				206.38
Wheel Tax	0.00	699,970.91			699,970.91
Other Taxes	121,757.83				121,757.83
Licenses and Permits	81,406.20	7,580.00		6,780.00	95,766.20
<b>Intergovernmental Revenue:</b>					
Federal Grants	40,112.39				40,112.39
Federal Shared Revenue	9,015.77				9,015.77
State Grants	661,814.77	2,014,459.55		3,071.27	2,679,345.59
State Shared Revenue	891,812.61	2,704,744.08	16,819.58	568,119.17	4,181,495.44
Other Payments in Lieu of Taxes	1,114.50				1,114.50
Other Intergovernmental Revenue		485,325.05			485,325.05
<b>Charges for Goods and Services:</b>					
General Government	787,298.83			18,830.87	806,129.70
Public Safety	1,318,120.33			46,699.92	1,364,820.25
Public Works		27,330.91			27,330.91
Health and Welfare	20,925.93				20,925.93
Culture and Recreation	113,582.36				113,582.36
Urban and Economic Development	27,200.00				27,200.00
Conservation of Natural Resources	75,093.48				75,093.48
<b>Fines and Forfeits:</b>					
Fines	4,387.50				4,387.50
Costs	75,665.89				75,665.89
Forfeits	19,050.00				19,050.00
<b>Miscellaneous Revenue and Other Sources:</b>					
Investment Earnings	1,118,706.17	176,349.69	46,979.14	51,421.50	1,393,456.50
Rent	20,400.00				20,400.00
Other Miscellaneous Revenue	63,468.88	3,022.98		5,988.07	72,479.93
Insurance Proceeds	54,528.51	151.40			54,679.91
Sale of County Property	8,584.56	46.90			8,631.46
<b>Total Revenue and Other Sources</b>	<b>20,719,559.70</b>	<b>6,118,981.47</b>	<b>454,429.23</b>	<b>1,289,050.98</b>	<b>28,582,021.38</b>
<b>Expenditures and Other Uses (subfunction level):</b>					
Legislative	1,162,275.27				1,162,275.27
Elections	14,342.23				14,342.23
Judicial System	1,003,391.64				1,003,391.64
Financial Administration	729,635.75				729,635.75
Legal Services	948,106.29			6,500.00	954,606.29
Other General Government	2,543,244.75		682,934.65	30,879.21	3,257,058.61
Law Enforcement	5,662,365.30			15,357.25	5,677,722.55
Protective and Emergency Services	407,119.88			828,939.88	1,236,059.76
Highways and Bridges		9,673,187.20		228,245.18	9,901,432.38
Economic Assistance	93,002.48				93,002.48
Health Assistance	31,965.69				31,965.69
Social Services	125,149.00			10,000.00	135,149.00
Mental Health Services	353,384.81				353,384.81
Culture	37,200.00				37,200.00
Recreation	343,039.97				343,039.97
Soil Conservation	469,078.81				469,078.81
Urban Development	346,532.27				346,532.27
Economic Development	106,300.00			76,084.24	182,384.24
Intergovernmental Expenditures		139,994.21			139,994.21
Debt Service	12,600.00		121,647.02	511,800.00	646,047.02
<b>Total Expenditures and Other Uses</b>	<b>14,388,734.14</b>	<b>9,813,181.41</b>	<b>804,581.67</b>	<b>1,707,805.76</b>	<b>26,714,302.98</b>
Transfers In (Out)	(3,983,142.00)	3,599,627.00	249,000.00	134,515.00	0.00
Special Items (specify)					0.00
Extraordinary Items (specify)					0.00
<b>Increase/Decrease in Fund Balance</b>	<b>2,347,683.56</b>	<b>(94,572.94)</b>	<b>(101,152.44)</b>	<b>(284,239.78)</b>	<b>1,867,718.40</b>
<b>Ending Fund Balance:</b>					
Restricted				2,973,276.03	2,973,276.03
Assigned	20,699,673.57	2,661,824.41	1,653,023.23	319,872.66	25,334,393.87
Unassigned	5,894,759.76				5,894,759.76
<b>Total Ending Fund Balance</b>	<b>26,594,433.33</b>	<b>2,661,824.41</b>	<b>1,653,023.23</b>	<b>3,293,148.69</b>	<b>34,202,429.66</b>
Governmental Long-term Debt					5,802,269.94

The preceding financial data does not include fiduciary funds or component units. Information pertaining to those activities may be obtained by contacting the County Finance Officer at (605) 696-8250

<b>2024 &amp; 2025 COMPARISON</b>			
	<b>2024</b>	<b>2025</b>	<b>difference + or -</b>
TRANSFER FEES	\$238,307.00	\$289,555.00	\$51,248.00
GENERAL FEES	\$129,853.50	\$144,686.00	\$14,832.50
MARRIAGE LICENSE	\$10,440.00	\$8,920.00	-\$1,520.00
CERTIFIED COPIES	\$40,815.00	\$41,775.00	\$960.00
COPIES & DISC	\$3,878.00	\$4,859.00	\$981.00
<b>TOTAL</b>	<b>\$423,293.50</b>	<b>\$489,795.00</b>	<b>\$66,501.50</b>
GENERAL FEES			
FILING FEES	\$129,274.50	\$144,227.00	\$14,952.50
FINANCING STATEMENT	\$579.00	\$459.00	-\$120.00
LOCATION NOTICE	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$129,853.50</b>	<b>\$144,686.00</b>	<b>\$14,832.50</b>
CERTIFIED COPIES			
BIRTH	\$15,555.00	\$15,615.00	\$60.00
DEATH	\$18,855.00	\$19,815.00	\$960.00
MARRIAGE	\$6,405.00	\$6,345.00	-\$60.00
<b>TOTAL</b>	<b>\$40,815.00</b>	<b>\$41,775.00</b>	<b>\$960.00</b>
GENERAL FEES	\$129,274.50	\$144,227.00	\$14,952.50
TECH FEE - STATE	\$8,042.00	\$8,664.00	\$622.00
TECH FEE - COUNTY	\$12,063.00	\$12,996.00	\$933.00
<b>TOTAL</b>	<b>\$109,319.50</b>	<b>\$122,567.00</b>	<b>\$13,247.50</b>
	plus \$3818.58	plus \$4010.02	
	from SDACO	from SDACO	
TRANSFER FEES	\$	2024	2025
GENERAL FEES	\$	238,307.00	\$289,555.00
MARRIAGE LIC	\$129,853.50	\$144,686.00	\$14,832.50
CERTIFIED COPIES	\$10,440.00	\$8,920.00	-\$1,520.00
COPIES & DISC	\$40,815.00	\$41,775.00	\$960.00
<b>TOTAL</b>	<b>\$423,293.50</b>	<b>\$489,795.00</b>	
GENERAL FEES			
FILING FEES	\$129,274.50	\$144,227.00	\$14,952.50
FINANCING STATE.	\$579.00	\$459.00	-\$120.00
LOCATION NOTICE	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$129,853.50</b>	<b>\$144,686.00</b>	
GENERAL FEES			
TECH FEE - STATE	\$8,042.00	\$8,664.00	\$622.00
TECH FEE - COUNTY	\$12,063.00	\$12,996.00	\$933.00
<b>TOTAL</b>	<b>\$109,319.50</b>	<b>\$122,567.00</b>	
UCC & LOCATION NOTICES	\$579.00	\$459.00	-\$120.00
CERTIFIED COPIES			
BIRTH	\$15,555.00	\$15,615.00	\$60.00
DEATH	\$18,855.00	\$19,815.00	\$960.00
MARRIAGE	\$6,405.00	\$6,345.00	-\$60.00
<b>TOTAL</b>	<b>\$40,815.00</b>	<b>\$41,775.00</b>	
COUNTY Share			
Birth (\$5.00 each)	\$5,185.00	\$5,205.00	\$20.00
Death (\$5.00 each)	\$6,285.00	\$6,605.00	\$320.00
Marriage (\$15.00 each)	\$6,405.00	\$6,345.00	-\$60.00
<b>TOTAL</b>	<b>\$17,875.00</b>	<b>\$18,155.00</b>	
STATE Share			
Birth (\$10.00 each)	\$10,370.00	\$10,410.00	\$40.00
Death (\$10.00 each)	\$12,570.00	\$13,210.00	\$640.00
Marriage (\$0.00 each)	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$22,940.00</b>	<b>\$23,620.00</b>	
Local Domestic Abuse			
Marriage License \$30 each	\$7,830.00	\$6,690.00	-\$1,140.00
County Share \$10 each			
Marriage License	\$2,610.00	\$2,230.00	-\$380.00
Total Marriage License	<b>\$10,440.00</b>	<b>\$8,920.00</b>	
TRANSFER FEES	\$238,307.00	\$289,555.00	\$51,248.00
GENERAL FILING	\$109,319.50	\$122,567.00	\$13,247.50
UCC & LOCATION NOTICES	\$579.00	\$459.00	-\$120.00
TECH FEE COUNTY	\$12,063.00	\$12,996.00	\$933.00
MARRIAGE LIC	\$2,610.00	\$2,230.00	-\$380.00
CERTIFIED COPIES	\$17,875.00	\$18,155.00	\$280.00
COPY & DISC	\$3,878.00	\$4,859.00	\$981.00
<b>TOTAL REVENUE</b>			
<b>Stays in county</b>	<b>\$384,631.50</b>	<b>\$450,821.00</b>	<b>\$66,189.50</b>

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	TOTAL
2025	BROOKINGS COUNTY REGISTER OF DEEDS REPORT												
TRANSFER FEES	\$22,454.50	\$13,971.00	\$18,752.50	\$37,233.50	\$30,918.00	\$31,445.50	\$31,010.50	\$19,069.00	\$19,576.50	\$24,447.50	\$14,133.50	\$26,543.00	\$289,555.00
GENERAL FEES	\$10,479.00	\$9,816.00	\$11,124.00	\$11,660.00	\$13,382.00	\$13,543.00	\$15,638.00	\$10,930.00	\$14,974.00	\$12,985.00	\$9,334.00	\$10,821.00	\$144,686.00
MARRIAGE LIC	\$360.00	\$680.00	\$360.00	\$640.00	\$1,120.00	\$1,280.00	\$1,600.00	\$880.00	\$800.00	\$520.00	\$240.00	\$440.00	\$8,920.00
CERTIFIED COPIES	\$4,215.00	\$3,465.00	\$3,780.00	\$2,775.00	\$2,820.00	\$3,525.00	\$4,320.00	\$3,840.00	\$3,330.00	\$3,300.00	\$3,270.00	\$3,135.00	\$41,775.00
COPIES & DISC	\$302.00	\$262.00	\$362.00	\$381.00	\$439.00	\$425.00	\$439.00	\$404.00	\$449.00	\$343.00	\$444.00	\$609.00	\$4,859.00
<b>TOTAL</b>	<b>\$37,810.50</b>	<b>\$28,194.00</b>	<b>\$34,378.50</b>	<b>\$52,689.50</b>	<b>\$48,679.00</b>	<b>\$50,218.50</b>	<b>\$53,007.50</b>	<b>\$35,123.00</b>	<b>\$39,129.50</b>	<b>\$41,595.50</b>	<b>\$27,421.50</b>	<b>\$41,548.00</b>	<b>\$489,795.00</b>
GENERAL FEES													
FILING FEES	\$10,443.00	\$9,756.00	\$11,124.00	\$11,660.00	\$13,292.00	\$13,513.00	\$15,548.00	\$10,930.00	\$14,944.00	\$12,922.00	\$9,334.00	\$10,761.00	\$144,227.00
FINANCING STATE.	\$36.00	\$60.00	\$0.00	\$0.00	\$90.00	\$30.00	\$90.00	\$0.00	\$30.00	\$63.00	\$0.00	\$60.00	\$459.00
LOCATION NOTICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$10,479.00</b>	<b>\$9,816.00</b>	<b>\$11,124.00</b>	<b>\$11,660.00</b>	<b>\$13,382.00</b>	<b>\$13,543.00</b>	<b>\$15,638.00</b>	<b>\$10,930.00</b>	<b>\$14,974.00</b>	<b>\$12,985.00</b>	<b>\$9,334.00</b>	<b>\$10,821.00</b>	<b>\$144,686.00</b>
GENERAL FEES	\$10,443.00	\$9,756.00	\$11,124.00	\$11,660.00	\$13,292.00	\$13,513.00	\$15,548.00	\$10,930.00	\$14,944.00	\$12,922.00	\$9,334.00	\$10,761.00	\$144,227.00
TECH FEE - STATE	\$614.00	\$572.00	\$690.00	\$692.00	\$832.00	\$828.00	\$916.00	\$682.00	\$810.00	\$810.00	\$548.00	\$670.00	\$8,664.00
TECH FEE - COUNTY	\$921.00	\$858.00	\$1,035.00	\$1,038.00	\$1,248.00	\$1,242.00	\$1,374.00	\$1,023.00	\$1,215.00	\$1,215.00	\$822.00	\$1,005.00	\$12,996.00
<b>TOTAL</b>	<b>\$8,908.00</b>	<b>\$8,326.00</b>	<b>\$9,399.00</b>	<b>\$9,930.00</b>	<b>\$11,212.00</b>	<b>\$11,443.00</b>	<b>\$13,258.00</b>	<b>\$9,225.00</b>	<b>\$12,919.00</b>	<b>\$10,897.00</b>	<b>\$7,964.00</b>	<b>\$9,086.00</b>	<b>\$122,567.00</b>
							sdaco m&p	\$4,010.02					
UCC & LOCATION NOTICES	\$36.00	\$60.00	\$0.00	\$0.00	\$90.00	\$30.00	\$90.00	\$0.00	\$30.00	\$63.00	\$0.00	\$60.00	\$459.00
CERTIFIED COPIES													
BIRTH	\$1,410.00	\$1,695.00	\$1,350.00	\$1,200.00	\$1,275.00	\$1,140.00	\$1,665.00	\$1,470.00	\$1,170.00	\$1,125.00	\$1,050.00	\$1,065.00	\$15,615.00
DEATH	\$2,325.00	\$1,275.00	\$2,055.00	\$1,335.00	\$1,065.00	\$1,530.00	\$1,980.00	\$1,650.00	\$1,290.00	\$1,770.00	\$1,860.00	\$1,680.00	\$19,815.00
MARRIAGE	\$480.00	\$495.00	\$375.00	\$240.00	\$480.00	\$855.00	\$675.00	\$720.00	\$870.00	\$405.00	\$360.00	\$390.00	\$6,345.00
<b>TOTAL</b>	<b>\$4,215.00</b>	<b>\$3,465.00</b>	<b>\$3,780.00</b>	<b>\$2,775.00</b>	<b>\$2,820.00</b>	<b>\$3,525.00</b>	<b>\$4,320.00</b>	<b>\$3,840.00</b>	<b>\$3,330.00</b>	<b>\$3,300.00</b>	<b>\$3,270.00</b>	<b>\$3,135.00</b>	<b>\$41,775.00</b>
							sdaco m&p	\$4,010.02					
COUNTY Share													
Birth (\$5.00 each)	\$470.00	\$565.00	\$450.00	\$400.00	\$425.00	\$380.00	\$555.00	\$490.00	\$390.00	\$375.00	\$350.00	\$355.00	\$5,205.00
Death (\$5.00 each)	\$775.00	\$425.00	\$685.00	\$445.00	\$355.00	\$510.00	\$660.00	\$550.00	\$430.00	\$590.00	\$620.00	\$560.00	\$6,605.00
Marriage (\$15.00 each)	\$480.00	\$495.00	\$375.00	\$240.00	\$480.00	\$855.00	\$675.00	\$720.00	\$870.00	\$405.00	\$360.00	\$390.00	\$6,345.00
<b>TOTAL</b>	<b>\$1,725.00</b>	<b>\$1,485.00</b>	<b>\$1,510.00</b>	<b>\$1,085.00</b>	<b>\$1,260.00</b>	<b>\$1,745.00</b>	<b>\$1,890.00</b>	<b>\$1,760.00</b>	<b>\$1,690.00</b>	<b>\$1,370.00</b>	<b>\$1,330.00</b>	<b>\$1,305.00</b>	<b>\$18,155.00</b>
STATE Share													
Birth (\$10.00 each)	\$940.00	\$1,130.00	\$900.00	\$800.00	\$850.00	\$760.00	\$1,110.00	\$980.00	\$780.00	\$750.00	\$700.00	\$710.00	\$10,410.00
Death (\$10.00 each)	\$1,550.00	\$850.00	\$1,370.00	\$890.00	\$710.00	\$1,020.00	\$1,320.00	\$1,100.00	\$860.00	\$1,180.00	\$1,240.00	\$1,120.00	\$13,210.00
Marriage (\$0.00 each)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$2,490.00</b>	<b>\$1,980.00</b>	<b>\$2,270.00</b>	<b>\$1,690.00</b>	<b>\$1,560.00</b>	<b>\$1,780.00</b>	<b>\$2,430.00</b>	<b>\$2,080.00</b>	<b>\$1,640.00</b>	<b>\$1,930.00</b>	<b>\$1,940.00</b>	<b>\$1,830.00</b>	<b>\$23,620.00</b>
Local Domestic Abuse													
Marriage License \$30 each	\$270.00	\$510.00	\$270.00	\$480.00	\$840.00	\$960.00	\$1,200.00	\$660.00	\$600.00	\$390.00	\$180.00	\$330.00	\$6,690.00
County Share \$10 each													
Marriage License	\$90.00	\$170.00	\$90.00	\$160.00	\$280.00	\$320.00	\$400.00	\$220.00	\$200.00	\$130.00	\$60.00	\$110.00	\$2,230.00
<b>Total Marriage License</b>	<b>\$360.00</b>	<b>\$680.00</b>	<b>\$360.00</b>	<b>\$640.00</b>	<b>\$1,120.00</b>	<b>\$1,280.00</b>	<b>\$1,600.00</b>	<b>\$880.00</b>	<b>\$800.00</b>	<b>\$520.00</b>	<b>\$240.00</b>	<b>\$440.00</b>	<b>\$8,920.00</b>
TRANSFER FEES	\$22,454.50	\$13,971.00	\$18,752.50	\$37,233.50	\$30,918.00	\$31,445.50	\$31,010.50	\$19,069.00	\$19,576.50	\$24,447.50	\$14,133.50	\$26,543.00	\$289,555.00
GENERAL FILING	\$8,908.00	\$8,326.00	\$9,399.00	\$9,930.00	\$11,212.00	\$11,443.00	\$13,258.00	\$9,225.00	\$12,919.00	\$10,897.00	\$7,964.00	\$9,086.00	\$122,567.00
UCC & LOCATION NOTICES	\$36.00	\$60.00	\$0.00	\$0.00	\$90.00	\$30.00	\$90.00	\$0.00	\$30.00	\$63.00	\$0.00	\$60.00	\$459.00
TECH FEE COUNTY	\$921.00	\$858.00	\$1,035.00	\$1,038.00	\$1,248.00	\$1,242.00	\$1,374.00	\$1,023.00	\$1,215.00	\$1,215.00	\$822.00	\$1,005.00	\$12,996.00
MARRIAGE LIC	\$90.00	\$170.00	\$90.00	\$160.00	\$280.00	\$320.00	\$400.00	\$220.00	\$200.00	\$130.00	\$60.00	\$110.00	\$2,230.00
CERTIFIED COPIES	\$1,725.00	\$1,485.00	\$1,510.00	\$1,085.00	\$1,260.00	\$1,745.00	\$1,890.00	\$1,760.00	\$1,690.00	\$1,370.00	\$1,330.00	\$1,305.00	\$18,155.00
COPY & DISC	\$302.00	\$262.00	\$362.00	\$381.00	\$439.00	\$425.00	\$439.00	\$404.00	\$449.00	\$343.00	\$444.00	\$609.00	\$4,859.00
<b>TOTAL REVENUE</b>													
Stays in county	\$34,436.50	\$25,132.00	\$31,148.50	\$49,827.50	\$45,447.00	\$46,650.50	\$48,461.50	\$31,701.00	\$36,079.50	\$38,465.50	\$24,753.50	\$38,718.00	\$450,821.00

**2024 and 2023 comparison**

2025 Totals														
	Mortgages		Deeds		Misc.		Total		pages	# of docs	# of docs	CountyTech	State Tech	
Month	Records	Pages	Records	Pages	Records	Pages	Records	Pages	copy fee	w tech	w/o tech	fee \$3.00	fee \$2.00	
January	76	959	79	181	177	334	332	1474	\$221.10	307	26	\$921.00	\$614.00	
February	69	856	71	150	167	302	307	1308	\$196.20	286	21	\$858.00	\$572.00	
March	102	1301	94	205	172	297	368	1803	\$270.45	345	24	\$1,035.00	\$690.00	
April	95	1380	92	238	184	298	371	1916	\$287.40	346	23	\$1,038.00	\$692.00	
May	109	1351	121	245	215	467	445	2063	\$309.45	416	39	\$1,248.00	\$832.00	
June	128	1729	100	201	232	400	460	2330	\$349.50	414	52	\$1,242.00	\$828.00	
July	127	1566	117	225	251	519	495	2310	\$346.50	458	38	\$1,374.00	\$916.00	
August	105	1308	80	189	172	417	357	1914	\$287.10	341	16	\$1,023.00	\$682.00	
September	129	1630	97	206	211	446	437	2282	\$342.30	405	32	\$1,215.00	\$810.00	
October	107	1212	103	233	235	475	445	1920	\$288.00	405	40	\$1,215.00	\$810.00	
November	87	1180	69	161	139	294	295	1635	\$245.25	274	22	\$822.00	\$548.00	
December	94	1156	86	176	178	289	358	1621	\$243.15	335	23	\$1,005.00	\$670.00	
<b>Total</b>	<b>1228</b>	<b>15628</b>	<b>1109</b>	<b>2410</b>	<b>2333</b>	<b>4538</b>	<b>4670</b>	<b>22576</b>	<b>\$3,386.40</b>	<b>4332</b>	<b>356</b>	<b>\$12,996.00</b>	<b>\$8,664.00</b>	
2024 Totals														
	Mortgages		Deeds		Misc.		Total		pages	# of docs	# of docs	CountyTech	State Tech	
Month	Records	Pages	Records	Pages	Records	Pages	Records	Pages	copy fee	w tech	w/o tech	fee \$3.00	fee \$2.00	
January	47	577	73	161	198	367	308	1105	\$165.75	269	40	\$807.00	\$538.00	
February	73	820	62	142	166	360	301	1322	\$198.30	282	19	\$846.00	\$564.00	
March	72	956	74	159	144	272	290	1387	\$208.05	259	32	\$777.00	\$518.00	
April	88	1132	81	190	171	421	340	1743	\$261.45	316	25	\$948.00	\$632.00	
May	117	1488	116	209	206	376	439	2073	\$310.95	414	25	\$1,242.00	\$828.00	
June	81	1162	82	178	173	268	336	1608	\$241.20	291	49	\$873.00	\$582.00	
July	97	1347	116	212	237	437	450	1996	\$299.40	420	31	\$1,260.00	\$840.00	
August	107	1379	94	197	210	418	411	1994	\$299.10	394	18	\$1,182.00	\$788.00	
September	82	1228	65	129	172	399	319	1756	\$263.40	294	29	\$882.00	\$588.00	
October	111	1328	113	221	196	336	420	1885	\$282.75	391	30	\$1,173.00	\$782.00	
November	96	1278	78	170	204	387	378	1835	\$275.25	354	27	\$1,062.00	\$708.00	
December	82	1071	91	215	187	418	360	1704	\$255.60	337	23	\$1,011.00	\$674.00	
<b>Total</b>	<b>1053</b>	<b>13766</b>	<b>1045</b>	<b>2183</b>	<b>2264</b>	<b>4459</b>	<b>4352</b>	<b>20408</b>	<b>\$3,061.20</b>	<b>4021</b>	<b>348</b>	<b>\$12,063.00</b>	<b>\$8,042.00</b>	



# PowerOn Midwest – South Dakota

Brookings County

March 3, 2026

# Utility team

Otter Tail Power Company



Xcel Energy



# PowerOn Midwest

Electricity use is growing throughout the Upper Midwest and **demand is expected to increase** over the next two decades.

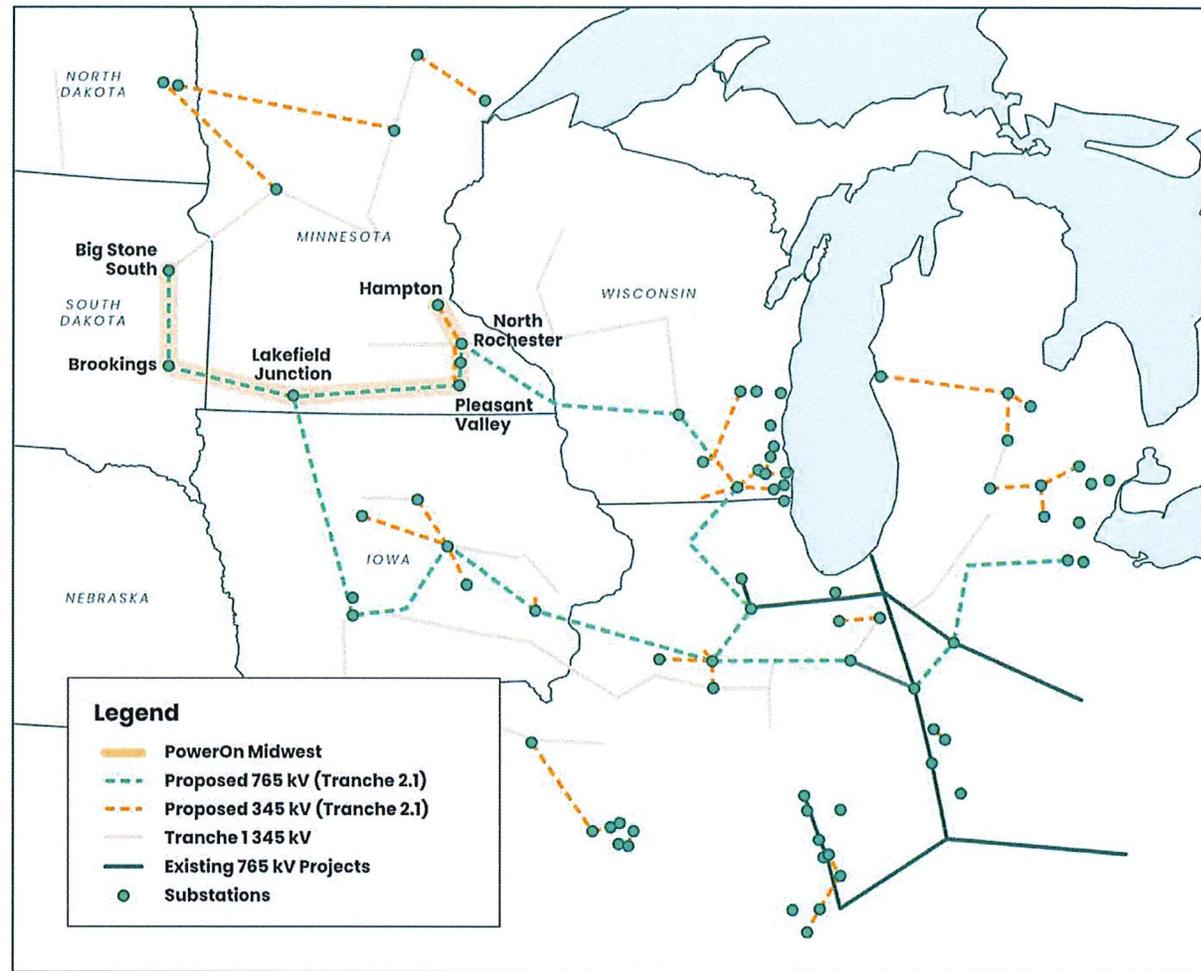
This increase in electric use, combined with the changing ways electricity is generated, requires new long-term solutions to meet the needs of our communities, states, and region to ensure we can continue delivering the reliable service you need to power your daily lives.

## PowerOn Midwest—tomorrow's reliability starts today.

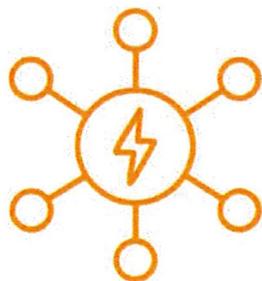
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# MISO Tranche 1 & 2.1



# Project Benefits Overview



- Consistent and reliable power delivery in any season, under any conditions.
- Access to existing cost-effective generation.
- Additional access to new, always-ready natural gas plants.
- Emerging technologies.
- Enabled new and expanded manufacturing as well as other load additions in the communities we serve.

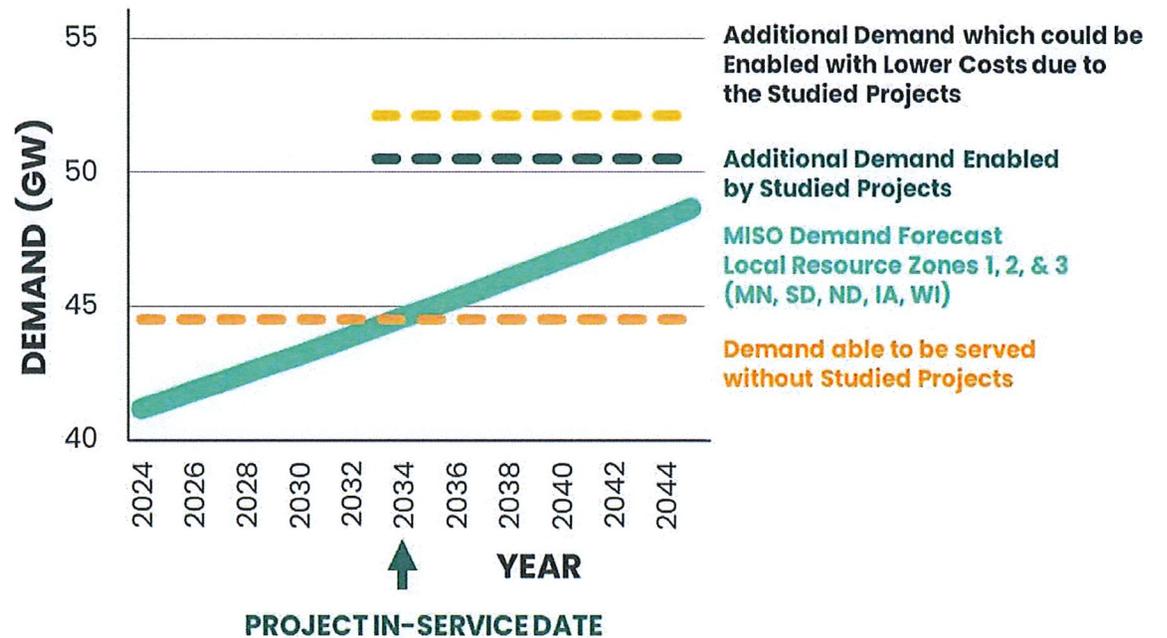


# Project Benefits: Load Growth

The Studied Projects enable forecasted demand growth to be reliability served.

While needed to meet the current forecasted demand, the Studied Projects leave "space" to **accommodate approximately 3,000 MW of additional residential, commercial, and/or industrial demands.**

Demand Enabled by the Studied Project



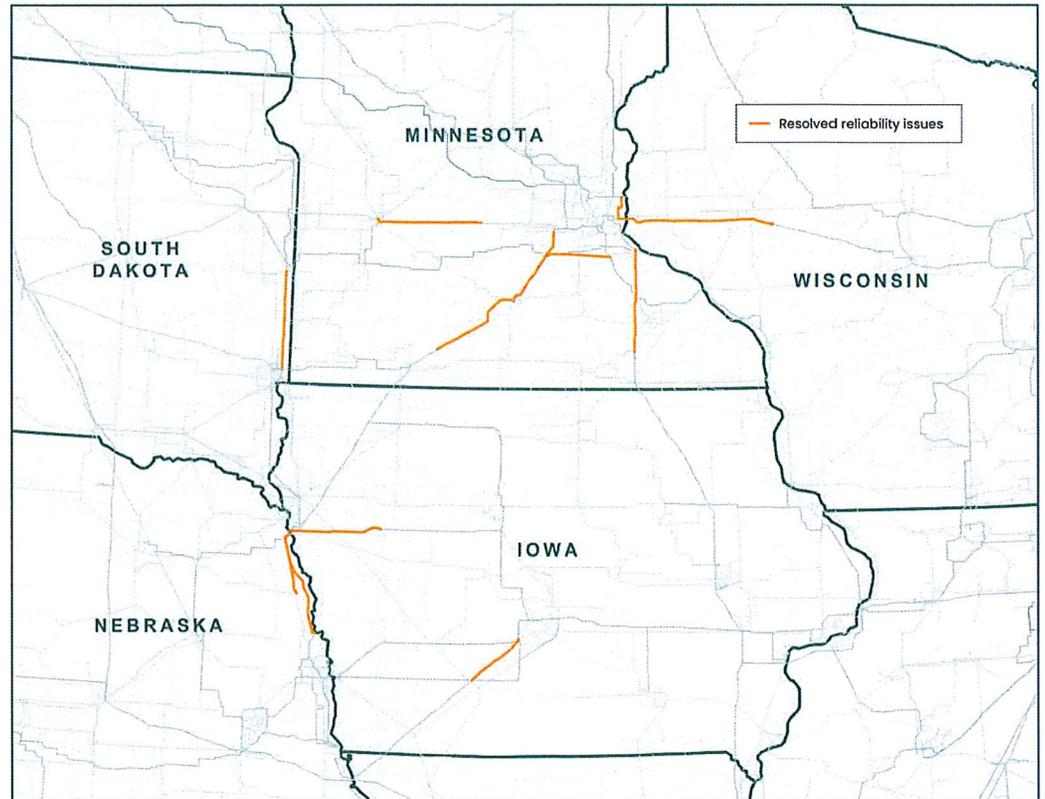
# Project Benefits

The Studied Projects mitigate NERC reliability overloads on 102 facilities (27 of which are greater than 200kV) - mitigating a total of **1,313** NERC reliability violations.\*

Without the Studied Projects, **1,300 GWh** of demand is at risk of not being served on an annual basis (model year 2042).

**Maintain reliability for every hour of the day**

Top reliability issues resolved by the studied projects\*



\*Source: MISO MTEP 2024 Report



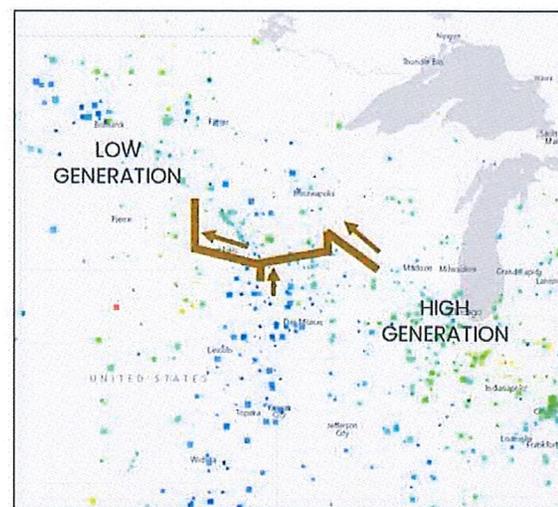
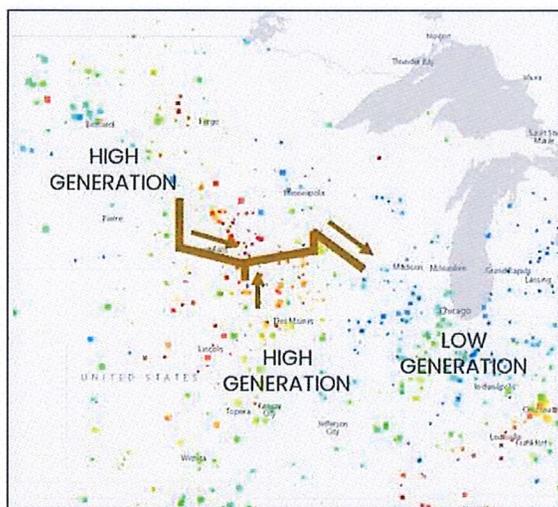
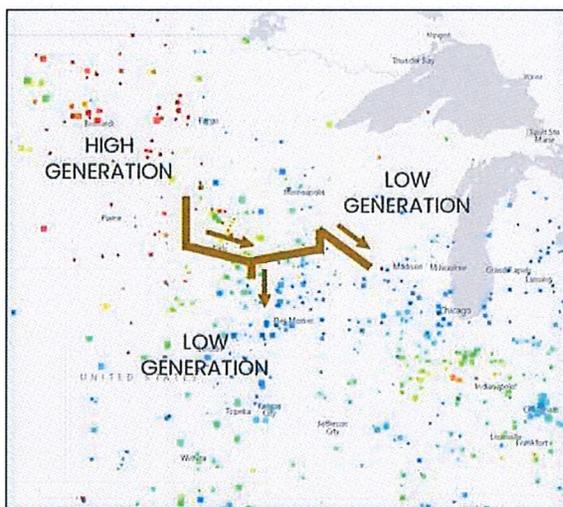
# Project Benefits

Enabling the grid to take on the role of baseload capacity

12:00 AM

7:00 AM

7:00 PM



The Studied Projects solve:  
**Unserviced demand: 3,407 MW**  
**Curtailed generation: 788 MW**

The Studied Projects solve:  
**Unserviced demand: 2,685 MW**  
**Curtailed generation: 3,509 MW**

The Studied Projects solve:  
**Unserviced demand: 2,354 MW**  
**Curtailed generation: 326 MW**

**KEY:** → Energy flow direction    Each square is a generator:    ■ Full output    Low/No Output ■

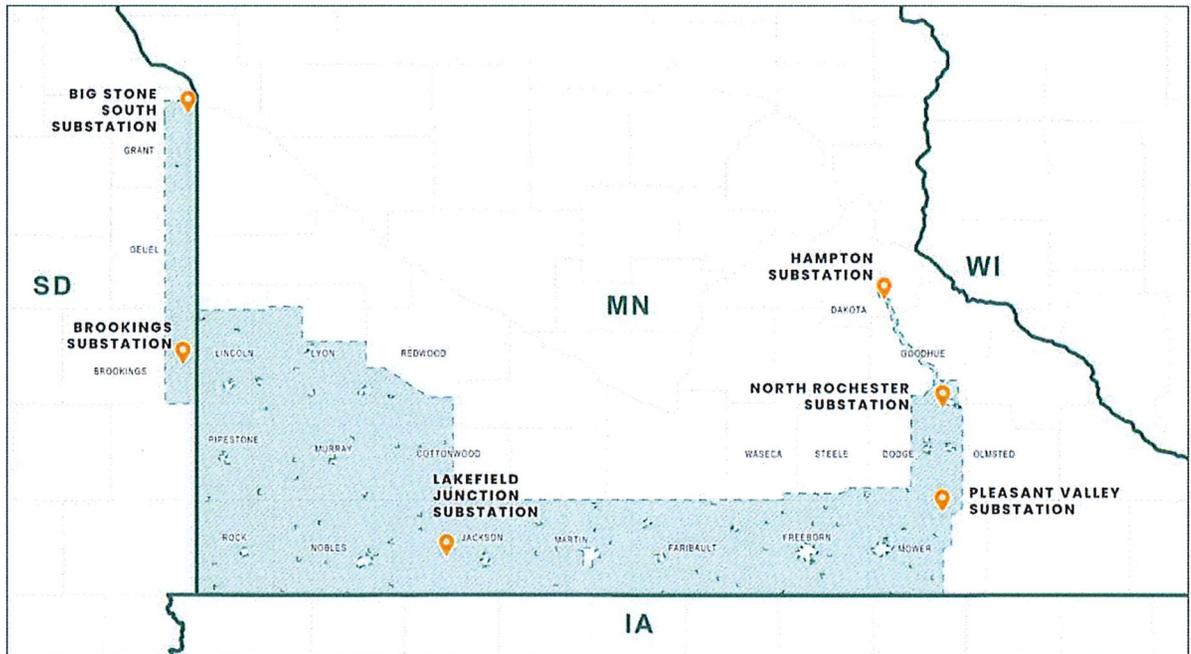
← Warm colors to cool colors →



# PowerOn Midwest project map

## Project Segments:

- **Big Stone South to Brookings County to SD/MN Border - 765 kV (South Dakota portion of LRTP#22)**
- South Dakota/Minnesota Border to Lakefield Junction - 765 kV (MN portion of LRTP#22)
- Lakefield Junction to IA/MN border - 765 kV (MISO LRTP#23)
- Lakefield Junction to Pleasant Valley to North Rochester - 765 kV (MISO LRTP#24)
- Pleasant Valley to North Rochester to Hampton Corner - 345 kV (MISO LRTP#25)



# PowerOn Midwest – South Dakota

Big Stone South to Brookings County to SD/MN  
Border- 765 kV (South Dakota portion of  
LRTP#22)



# Technology

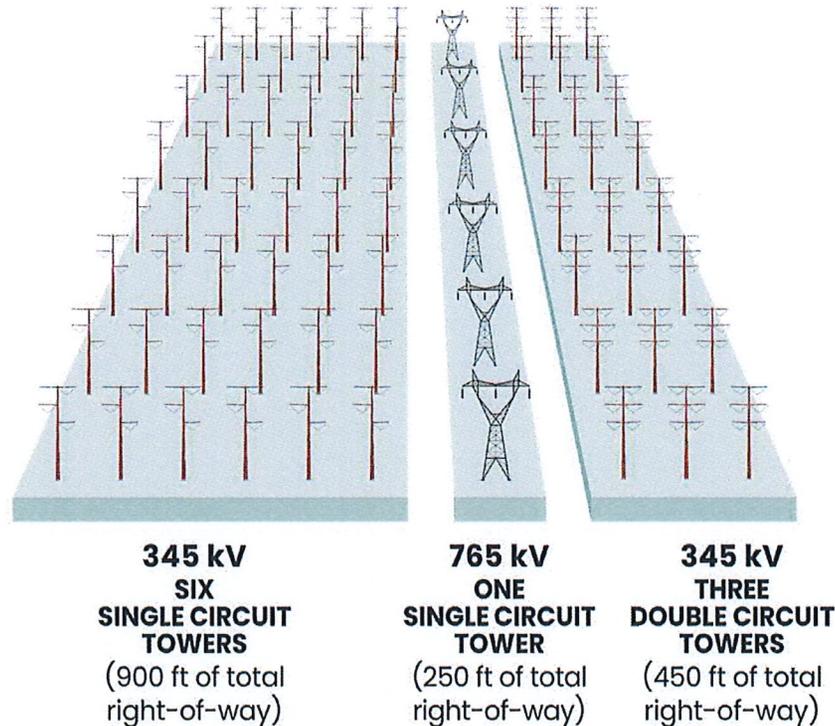
**765 kV** was recommended for several technology advantages:

- Efficiency
- Fewer Lines
- Lower impacts
- Meet growing power demands
- Resilient infrastructure
- Provide backup pathways



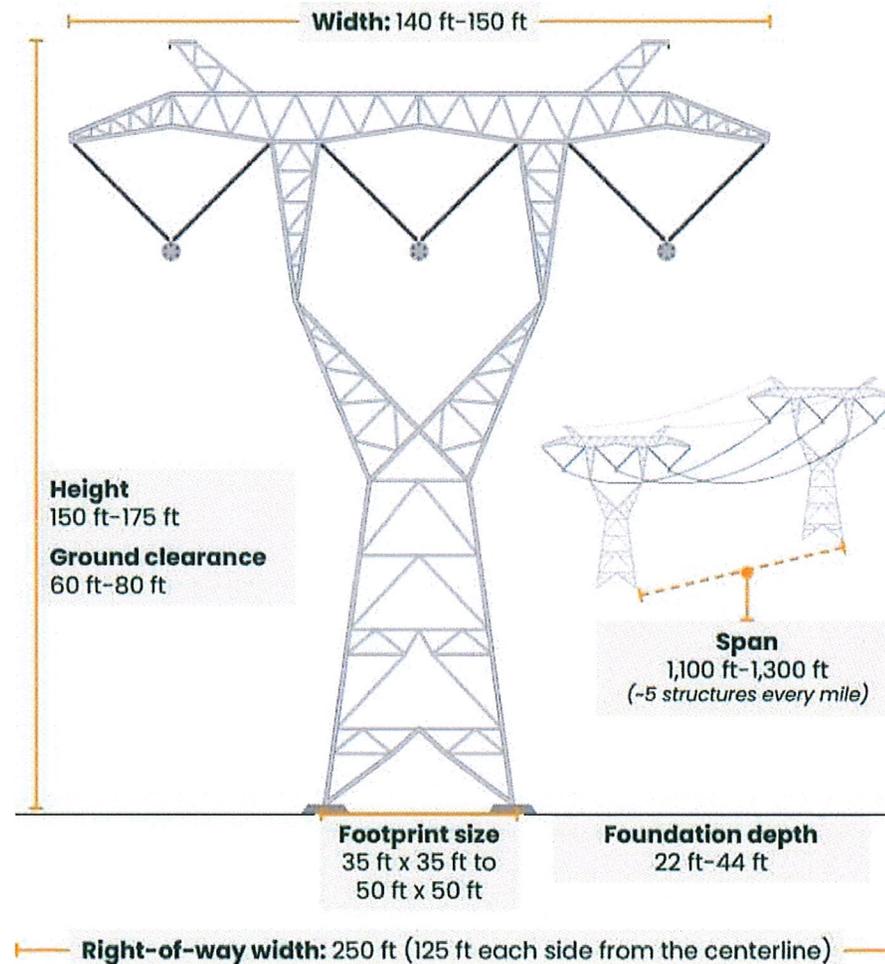
Per MISO, the electricity that can be moved by a single 765 kV line would be the same as:

- **Six single circuit 345 kV lines**
- **Or three double circuit 345 kV lines**



## 765 kV Structure

- Typical height: approximately 150 – 175 feet
- Width: approximately 140 – 150 feet Lattice style made of steel
- Foundation: 22 – 44 feet deep
- Right-of-Way: 250 feet
- Span: 1,100 – 1,300 feet (5 structures per mile)
- Footprint (base): 35 x 35 ft to 50 x 50 ft



# PowerOn South Dakota permitting

Requires approval from the South Dakota Public Utilities Commission (Facility Permit) and applicable county approvals

**South Dakota Public Utilities Commission  
Facility Permit**

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**County approvals**

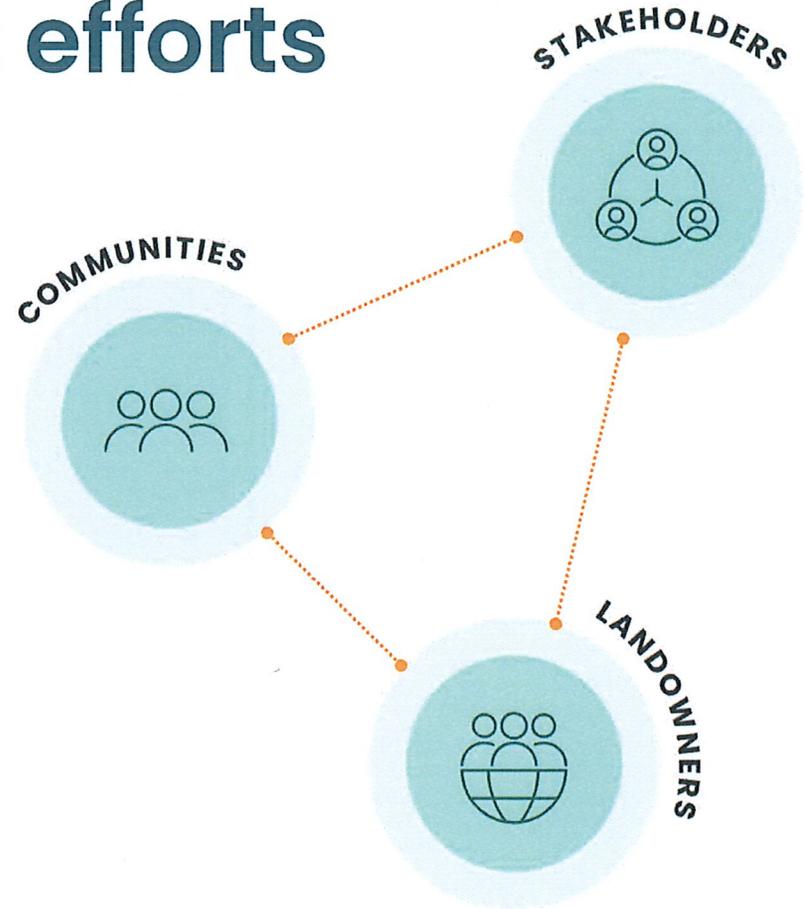
*(e.g., conditional use permit)*

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# Public engagement efforts

PowerOn Midwest-South Dakota is employing a robust engagement approach that allows our team to connect with stakeholders, communities and landowners within the Study Area prior to filing the Facility Permit Application.



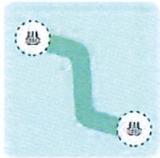
# Route Development Process

The process for identifying a route for a new transmission line is a multi-step analysis that identifies potential route options that minimize impacts on humans and the environment. We'll follow South Dakota statutes and rules when selecting a route and work to minimize the impact on landowners and the environment.



## 1. Identify route corridors

Using routing considerations and stakeholder input, we identified potential corridors for the Project.



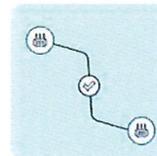
## 2. Refine to preliminary routes

With additional data and stakeholder input, we are refining route corridors into narrowed preliminary routes.



## 3. Identify proposed route

We'll identify a proposed route to submit in the Facility Permit Application to the South Dakota Public Utilities Commission.

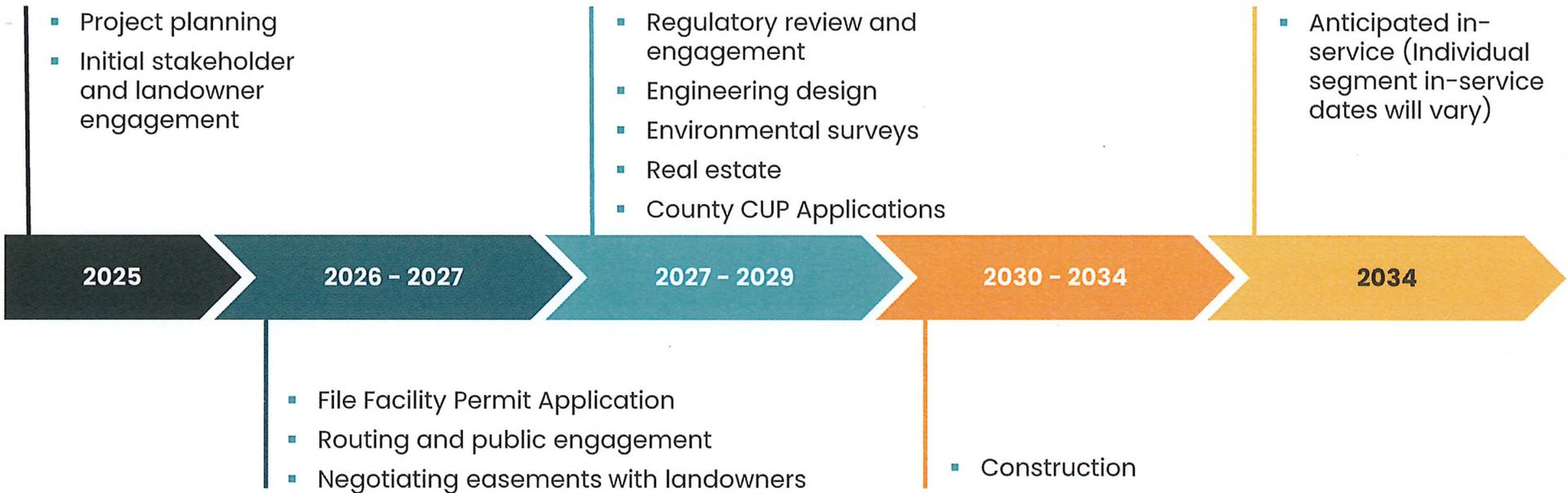


## 4. SD PUC determines final route

The South Dakota Public Utilities Commission will review the Facility Permit application and determine the final route.



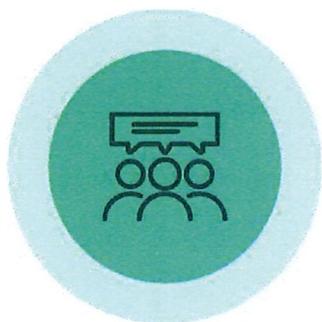
# Schedule



*This schedule is preliminary and subject to change.*



# Connect with us



 [PowerOnMidwest.com/South Dakota](https://PowerOnMidwest.com/SouthDakota)

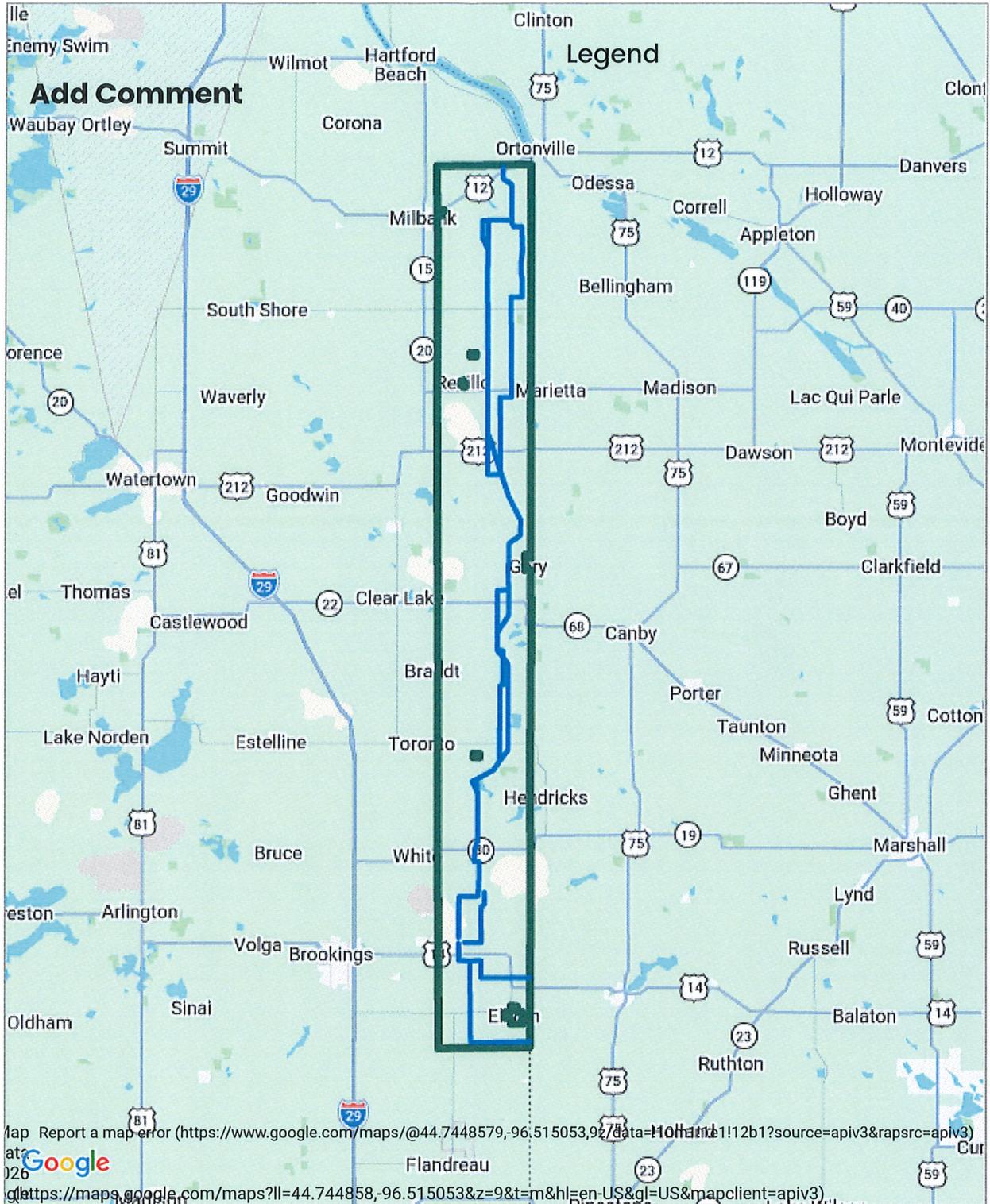
 [SouthDakota@PowerOnMidwest.com](mailto:SouthDakota@PowerOnMidwest.com)  877-869-2087





# Thank You





**BROOKINGS COUNTY RESOLUTION #26-\_\_\_\_**

**A RESOLUTION DECLARING A FIRE DANGER EMERGENCY IN  
BROOKINGS COUNTY AND PROHIBITING OPEN BURNING**

WHEREAS, due to the lack of current moisture in Brookings County, a fire danger emergency now exists within Brookings County, South Dakota.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners that a fire danger emergency is hereby declared and until this resolution be otherwise rescinded by the Brookings County Board of County Commissioners, all open burning as defined in Ordinance #2009-02, without a prior written permit, is hereby prohibited within the boundaries of Brookings County, South Dakota, exclusive of any incorporated municipality within the county.

BE IT FURTHER RESOLVED that this resolution is declared to be necessary for the immediate preservation of public safety in accordance with the provisions of SDCL 7-18A-8 and is effective immediately and shall continue in force and affect until rescinded by the Brookings County Board of County Commissioners.

Passed and approved this 3<sup>rd</sup> day of March 2026.

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Shawn Hostler, Chairperson  
Brookings County  
Board of County Commissioners

ATTEST:

---

Lori Schultz  
Brookings County Finance Officer

**Resolution #26-**

**A Resolution Establishing Fees to be paid by Licensed Abstractors for Uncertified Copies of Recorded Documents in the Register of Deeds Office**

**WHEREAS**, SDCL 7-8-15 sets the fees to be charged in the Register of Deeds Office;

**WHEREAS**, SDCL 7-8-15 Section 5 states that the County Commission shall by resolution fix the fees to be paid by licensed abstractors of the county or by any person who has passed the written examination established by the Abstractors' Board of Examiners pursuant to SDCL 36-13-11 for uncertified copies of recorded instruments;

**WHEREAS**, Section 5 further states that those fees may not exceed the actual cost to the county for providing such copies;

**WHEREAS**, the Register of Deeds has determined the following fees cover the actual cost of providing these copies:

Copies made in office	\$0.15
Copies of existing electronic (TIFF/PDF) copies	\$0.25

**THEREFORE BE IT RESOLVED**, that the above listed fees for uncertified copies of recorded documents in the Register of Deeds Office are hereby approved.

Adopted this 3rd day of March, 2026

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Shawn Hostler, Chairperson  
Brookings County Commission

ATTEST:

---

Lori Schultz, Finance Officer  
Brookings County

**STATE OF SOUTH DAKOTA  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF EMERGENCY MANAGEMENT  
2025 LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT**

Article 1

Assurance, Administrative Requirements, Cost Principles, Representations, and Certifications

I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances, as instructed.

Article 2

General Acknowledgements and Assurances

Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located in Title 2, Code of Federal Regulations, Part 200 and adopted by DHS at 2C.F.R. § 3002.10. All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal award and permit access to facilities and personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or DHS Component program guidance. Organization costs related to data and evaluation are allowable. The definition of data and evaluation costs is in 2 C.F.R. § 200.455(c), the full text of which is incorporated by reference. V. Recipients must complete DHS Form 3095 within 60 days of receipt of the Notice of Award for the first award under which this term applies. For further instructions and to access the form, please visit: <https://www.dhs.gov/civil-rightsresources-recipients-dhs-financial-assistance>.

Article 3

Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

Article 4

Activities Conducted Abroad

Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

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Article 5

Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at Title 42, U.S. Code § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article 6

Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101–12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article 7

Best Practices for Collection and Use of Personally Identifiable Information

(1) Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. (2) Definition. DHS defines “PII” as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article 8

CHIPS and Science Act of 2022, Public Law 117-167 CHIPS

(1) Recipients of DHS research and development (R&D) awards must report to the DHS Component research program office any finding or determination of sex based and sexual harassment and/or an administrative or disciplinary action taken against principal investigators or co-investigators to be completed by an authorized organizational representative (AOR) at the recipient institution. (2) Notification. An AOR must disclose the following information to agencies within 10 days of the date/the finding is made, or 10 days from when a recipient imposes an administrative action on the reported individual, whichever is sooner. Reports should include: (a) Award number, (b) Name of PI or Co-PI being reported, (c) Awardee name, (d) Awardee address, (e) AOR name, title, phone, and email address, (f) Indication of the report type: (i) Finding or determination has been made that the reported individual violated awardee policies or codes of conduct, statutes, or regulations related to sexual harassment, sexual assault, or other forms of harassment, including the date that the finding was made. (ii) Imposition of an administrative or disciplinary action by the recipient on the reporting individual related to a finding/determination or an investigation of an alleged violation of recipient policy or codes of conduct, statutes, or regulations, or other forms of harassment. (iii) The date and nature of the administrative/disciplinary action, including a basic explanation or description of the event, which should not disclose personally identifiable information regarding any complaints or

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individuals involved. Any description provided must be consistent with the Family Educational Rights in Privacy Act. (3) Definitions. (a) An “authorized organizational representative (AOR)” is an administrative official who, on behalf of the proposing institution, is empowered to make certifications and representations and can commit the institution to the conduct of a project that an agency is being asked to support as well as adhere to various agency policies and award requirements. (b) “Principal investigators and co-principal investigators” are award personnel supported by a grant, cooperative agreement, or contract under Federal law. (c) A “reported individual” refers to recipient personnel who have been reported to a federal agency for potential sexual harassment violations. (d) “Sex based harassment” means a form of sex discrimination and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. (e) “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment, whether such activity is carried out by a supervisor or by a co-worker, volunteer, or contractor.

Article 9

Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of a federal award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA’s implementing regulations at 44 C.F.R. Part 7.

Article 10

Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90284 (codified as amended at 42 U.S.C. § 3601 et seq.) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

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Article 11

Communication and Cooperation with the Department of Homeland Security and Immigration Officials

(1) All recipients and other recipients of funds under this award must agree that they will comply with the following requirements related to coordination and cooperation with the Department of Homeland Security and immigration officials: (a) They must comply with the requirements of 8 U.S.C. §§ 1373 and 1644. These statutes prohibit restrictions on information sharing by state and local government entities with DHS regarding the citizenship or immigration status, lawful or unlawful, of any individual. Additionally, 8 U.S.C. § 1373 prohibits any person or agency from prohibiting, or in any way restricting, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status of any individual: 1) sending such information to, or requesting or receiving such information from, Federal immigration officials; 2) maintaining such information; or 3) exchanging such information with any other Federal, State, or local government entity; (b) They must comply with other relevant laws related to immigration, including prohibitions on encouraging or inducing an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv), prohibitions on transporting or moving illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(ii), prohibitions on harboring, concealing, or shielding from detection illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(iii), and any applicable conspiracy, aiding or abetting, or attempt liability regarding these statutes; (c) That they will honor requests for cooperation, such as participation in joint operations, sharing of information, or requests for short term detention of an alien pursuant to a valid detainer. A jurisdiction does not fail to comply with this requirement merely because it lacks the necessary resources to assist in a particular instance; (d) That they will provide access to detainees, such as when an immigration officer seeks to interview a person who might be a removable alien; and (e) That they will not leak or otherwise publicize the existence of an immigration enforcement operation. (2) The recipient must certify under penalty of perjury pursuant to 28 U.S.C. § 1746 and using a form that is acceptable to DHS, that it will comply with the requirements of this term. Additionally, the recipient agrees that it will require any subrecipients or contractors to certify in the same manner that they will comply with this term prior to providing them with any funding under this award. (3) The recipient agrees that compliance with this term is material to the Government's decision to make or continue with this award and that the Department of Homeland Security may terminate this grant, or take any other allowable enforcement action, if the recipient fails to comply with this term.

Article 12

Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. §200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

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Article 13

Debarment and Suspension

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 14

Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

Article 15

Duplicative Costs

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing requirements of any other federal award in either the current or a prior budget period. See 2 C.F.R. §200.403(f). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal award terms and conditions.

Article 16

Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of a federal award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

Article 17

Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

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Article 18

Equal Treatment of Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article 19

Anti-Discrimination

Recipients must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 372(b)(4). (1) Definitions. As used in this clause – (a) DEI means “diversity, equity, and inclusion.” (b) DEIA means “diversity, equity, inclusion, and accessibility.” (c) Discriminatory equity ideology has the meaning set forth in Section 2(b) of Executive Order 14190 of January 29, 2025. (d) Federal anti-discrimination laws mean Federal civil rights law that protect individual Americans from discrimination on the basis of race, color, sex, religion, and national origin. (e) Illegal immigrant means any alien, as defined in 8 U.S.C. § 1101(a)(3), who has no lawful immigration status in the United States. (2) Grant award certification. (a) By accepting the grant award, recipients are certifying that: (i) They do not, and will not during the term of this financial assistance award, operate any programs that advance or promote DEI, DEIA, or discriminatory equity ideology in violation of Federal anti-discrimination laws; and (ii) They do not engage in and will not during the term of this award engage in, a discriminatory prohibited boycott. (iii) They do not, and will not during the term of this award, operate any program that benefits illegal immigrants or incentivizes illegal immigration. (3) DHS reserves the right to suspend payments in whole or in part and/or terminate financial assistance awards if the Secretary of Homeland Security or her designee determines that the recipient has violated any provision of subsection (2). (4) Upon suspension or termination under subsection (3), all funds received by the recipient shall be deemed to be in excess of the amount that the recipient is determined to be entitled to under the Federal award for purposes of 2 C.F.R. § 200.346. As such, all amounts received will constitute a debt to the Federal Government that may be pursued to the maximum extent permitted by law.

Article 20

False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

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Article 21

Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

Article 22

Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of Executive Order 13513.

Article 23

Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: [Certificated Air Carriers List | US Department of Transportation, https://www.transportation.gov/policy/aviation-policy/certificated-aircarriers-list](https://www.transportation.gov/policy/aviation-policy/certificated-aircarriers-list)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. §40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article 24

Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.

Article 25

John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors –prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Article 26

Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients

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of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizationsprovide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article 27

Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on [Grants.gov](http://Grants.gov) as the [Grants.gov](http://Grants.gov) Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on [Grants.gov](http://Grants.gov) as the Disclosure of Lobbying Activities (SF-LLL).

Article 28

National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article 29

National Security Presidential Memorandum-33 (NSPM-33) and provisions of the CHIPS and Science Act of 2022, Pub. L. 117-167, Section 10254

(1) Recipient research institutions (“covered institutions”) must comply with the requirements in NSPM-33 and provisions of Pub. L. 117-167, Section 10254 (codified at 42 U.S.C. § 18951) certifying that the institution has established and operates a search security program that includes elements relating to: (a) cybersecurity; (b) foreign travel security; (c) research security training; and (d) export control training, as appropriate. (2) Definition. “Covered institutions” means recipient research institutions receiving federal Research and Development (R&D) science and engineering support “in excess of \$50 million per year.”

Article 30

Non-Supplanting Requirement

Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.

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Article 31

Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the federal award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.

Article 32

Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

Article 33

Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

Article 34

Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article 35

Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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Article 36

Reporting Recipient Integrity and Performance Matters

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide federal award term and condition for Recipient Integrity and Performance Matters is in 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

Article 37

Reporting Subawards and Executive Compensation

For federal awards that total or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide federal award term and condition on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

Article 38

Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

(1) Recipients of a federal award from a financial assistance program that provides funding for infrastructure are hereby notified that none of the funds provided under this federal award may be used for a project for infrastructure unless: (a) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (b) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (c) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. (2) The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. (3) Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements. (a) When the Federal agency has determined that one of the following exceptions applies, the federal awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (i) applying the domestic content procurement preference would be inconsistent with the public interest; (ii) the types of iron,

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steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (iii) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. (b) A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. (c) There may be instances where a federal award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. (4) Definitions. The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

Article 39

SAFECOM

Recipients receiving federal awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment | CISA.

Article 40

Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

Article 41

System for Award Management and Unique Entity Identifier Requirements

Recipients are required to comply with the requirements set forth in the governmentwide federal award term and condition regarding the System for Award Management and Unique Entity Identifier Requirements in 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.

Article 42

Termination of a Federal Award

(1) By DHS. DHS may terminate a federal award, in whole or in part, for the following reasons: (a) If the recipient fails to comply with the terms and conditions of the federal award; (b) With the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated; or (c) Pursuant to the terms and conditions of the federal award, including, to the extent authorized by law, if the federal award no longer effectuates the program goals or agency priorities. (3) By the Recipient. The recipient may terminate the federal award, in whole or in part, by sending written notification to DHS stating the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if

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DHS determines that the remaining portion of the federal award will not accomplish the purposes for which the federal award was made, DHS may terminate the federal award in its entirety. (4) Notice. Either party will provide written notice of intent to terminate for any reason to the other party no less than 30 calendar days prior to the effective date of the termination. (5) Compliance with Closeout Requirements for Terminated Awards. The recipient must continue to comply with closeout requirements in 2 C.F.R. §§ 200.344-200.345 after an award is terminated.

Article 43

Terrorist Financing

Recipients must comply with Executive Order 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the Executive Order and laws.

Article 44

Trafficking Victims Protection Act of 2000 (TVPA)

Recipients must comply with the requirements of the government-wide federal award term and condition which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The federal award term and condition is in 2 C.F.R. § 175.105, the full text of which is incorporated by reference.

Article 45

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, Pub. L. 107-56

Recipients must comply with the requirements of Pub. L. 107-56, Section 817 of the USA PATRIOT Act, which amends 18 U.S.C. §§ 175–175c.

Article 46

Use of DHS Seal, Logo and Flags

Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

Article 47

Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections in 10 U.S.C. § 4701-10 U.S.C. § 4712.

Article 48

Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that could have an impact on the environment are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal,

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state, and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; Endangered Species Act; National Historic Preservation Act of 1966, as amended; Clean Water Act; Clean Air Act; National Flood Insurance Program regulations; and any other applicable laws, regulations and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program. Applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The FEMA EHP review process must be completed before funds are released to carry out the proposed project, otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. DHS/FEMA may also need to perform a project closeout review to ensure the applicant complied with all required EHP conditions identified in the initial review. If ground disturbing activities occur during construction, the applicant will monitor the ground disturbance, and if any potential archaeological resources are discovered, the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA. EO 11988, Floodplain Management, and EO 11990, Protection of Wetlands, require that all federal actions in or affecting the floodplain or wetlands be reviewed for opportunities to relocate, and be evaluated for social, economic, historical, environmental, legal, and safety considerations. FEMA's regulations at 44 C.F.R. Part 9 implement the EOs and require an eight-step review process if a proposed action is in a floodplain or wetland or has the potential to affect or be affected by a floodplain or wetland. The regulation also requires that the federal agency provide public notice of the proposed action at the earliest possible time to provide the opportunity for public involvement in the decision-making process (44 C.F.R. § 9.8). Where there is no opportunity to relocate the federal action, FEMA is required to undertake a detailed review to determine what measures can be taken to minimize future damages to the floodplain or wetland.

Article 49

Applicability of DHS Standard Terms and Conditions to Tribal Nations

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Tribal Nations, or there is a federal law or regulation exempting its application to Tribal Nations, then the acceptance by Tribal Nations, or acquiescence to DHS Standard Terms and Conditions does not change or alter its inapplicability to a Tribal Nation. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribal Nations where it does not already exist.

Article 50

Acceptance of Post Award Changes

In the event FEMA determines that an error in the award package has been made, or if an administrative change must be made to the award package, recipients will be notified of the change in writing. Once the notification has been made, any subsequent requests for funds will

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indicate recipient acceptance of the changes to the award. Please email FEMA Grant Management Operations at: [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) for any questions.

Article 51

Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the non-state recipient or subrecipient (including subrecipients of a State or Tribal Nation), must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313(e). State recipients must follow the disposition requirements in accordance with State laws and procedures. 2 C.F.R. section 200.313(b). Tribal Nations must follow the disposition requirements in accordance with Tribal laws and procedures noted in 2 C.F.R. section 200.313(b); and if such laws and procedures do not exist, then Tribal Nations must follow the disposition instructions in 2 C.F.R. section 200.313(e).

Article 52

Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, a written request must be submitted and approved by FEMA as required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(i) regarding the transfer of funds among direct cost categories, programs, functions, or activities. For awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000) and where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved, transferring funds among direct cost categories, programs, functions, or activities is unallowable without prior written approval from FEMA. For purposes of awards that support both construction and non-construction work, 2 C.F.R. section 200.308 ((f)(9) requires the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. Any deviations from a FEMA approved budget must be reported in the first Federal Financial Report (SF-425) that is submitted following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article 53

Indirect Cost Rate

2 C.F.R. section 200.211(b)(16) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for the award is stated in the budget documents or other materials approved by FEMA and included in the award file.

Article 54

Build America, Buy America Act (BABAA) Required Contract Provision & Self-Certification

In addition to the DHS Standard Terms & Conditions regarding Required Use of American Iron, Steel, Manufactured Products, and Construction Materials, recipients and subrecipients of FEMA financial assistance for programs that are subject to BABAA must include a Buy America preference contract provision as noted in 2 C.F.R. section 184.4 and a self-certification as

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required by the FEMA Buy America Preference in FEMA Financial Assistance Programs for Infrastructure (FEMA Interim Policy #207-22-0001). This requirement applies to all subawards, contracts, and purchase orders for work performed, or products supplied under the FEMA award subject to BABAA.

Article 55

Compliance with Federal Immigration Law

1. Prohibition a. The state or territorial recipient is prohibited from making subawards to a local government that the Department of Homeland Security or the Department of Justice has designated as a sanctuary jurisdiction. If the Department of Homeland Security or Department of Justice designates a local government as a sanctuary jurisdiction after the state or territorial recipient makes a subaward to that local government, the state or territorial recipient must suspend the subaward, the state or territorial recipient must not make any additional payments to the local government, and the local government is prohibited from making any financial obligations under the subaward on and after the date of designation until the Department of Homeland Security or Department of Justice removes that designation. b. The Department of Homeland Security designates a local government as a sanctuary jurisdiction if it fails to comply with the requirements set forth in paragraphs 2.a.i to v of this term and condition. 2. Certification a. The state or territorial recipient must require all local government subrecipients to certify under penalty of perjury pursuant to 28 U.S.C. § 1746, and using a form that is acceptable to the Department of Homeland Security, that the local government will comply with the following requirements related to coordination and cooperation with the Department of Homeland Security and immigration officials: i. They will comply with the requirements of 8 U.S.C. §§ 1373 and 1644. These statutes prohibit restrictions on information sharing by state and local government entities with the Department of Homeland Security regarding the citizenship or immigration status, lawful or unlawful, of any individual. Additionally, 8 U.S.C. § 1373 prohibits any person or agency from prohibiting, or in any way restricting, a Federal, state, or local government entity from doing any of the following with respect to information regarding the immigration status of any individual: (1) sending such information to, or requesting or receiving such information from, Federal immigration officials; (2) maintaining such information; or (3) exchanging such information with any other Federal, state, or local government entity. ii. They will comply with other relevant laws related to immigration, including prohibitions on encouraging or inducing an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv), prohibitions on transporting or moving illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(ii), prohibitions on harboring, concealing, or shielding from detection illegal aliens, 8 U.S.C. § 1324(a)(1)(A)(iii), and any applicable conspiracy, aiding or abetting, or attempt liability regarding these statutes. iii. They will honor requests for cooperation, such as participating in joint operations, sharing of information, or requests for short term detention of an alien pursuant to a valid detainer. A jurisdiction does not fail to comply with this requirement merely because it lacks the necessary resources to assist in a particular instance. iv. They will provide access to detainees, such as when an immigration officer seeks to interview a person who might be a removable alien. v. They will not leak or otherwise publicize the existence of an immigration enforcement operation. b. The state or territorial recipient must require a local government subrecipient to make the certification above before providing them with any funding

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under the subaward. 3. Materiality and Remedies for Noncompliance This term and condition is material to the Department of Homeland Security's decision to make this grant award and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition.

Article 56

Non-Applicability of Specific Terms and Agreement Articles

Notwithstanding their inclusion in this award package, the following terms and Agreement Articles do not apply to this grant award: (1) paragraph C.IX (Communication and Cooperation with the Department of Homeland Security and Immigration Officials) of the DHS Standard Terms and Conditions and the Agreement Article titled "Communication and Cooperation with the Department of Homeland Security and Immigration Officials" in this award package; and (2) paragraph C.XVII(2)(a)(iii) (Anti-Discrimination Grant Award Certification regarding immigration) of the DHS Standard Terms and Conditions and paragraph (2)(a)(iii) of the Agreement Article titled "Anti-Discrimination" in this award package.

Article 57

Impact of San Francisco v. Trump Preliminary Injunction

Pursuant to the preliminary injunction order issued on August 22, 2025, in City and County of San Francisco, et al. v. Trump, et al., No. 3:25-cv-01350 (N.D. Cal.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the preliminary injunction order while the order remains in effect: (1) paragraph C.IX (Communication and Cooperation with the Department of Homeland Security and Immigration Officials) of the DHS Standard Terms and Conditions and the Agreement Article titled "Communication and Cooperation with the Department of Homeland Security and Immigration Officials" in this award package; (2) paragraph C.XVII(2)(a)(iii) (Anti-Discrimination Grant Award Certification regarding immigration) of the DHS Standard Terms and Conditions and paragraph (2)(a)(iii) of the Agreement Article titled "Anti-Discrimination" in this award package; and (3) the "Compliance with Federal Immigration Law" Agreement Article. If the preliminary injunction is stayed, vacated, or extinguished, the "Compliance with Federal Immigration Law" Agreement Article will immediately become effective.

Article 58

Impact of State of Illinois v. FEMA Injunction

Pursuant to the memorandum and order issued on September 24, 2025, in State of Illinois, et al. v. Federal Emergency Management Agency, et. al, No. 25-206 (D. R.I.), the following terms and conditions do not apply to awards or subawards issued to any of the plaintiffs subject to the injunction order while the order remains in effect: (1) paragraph C.IX (Communication and Cooperation with the Department of Homeland Security and Immigration Officials) of the DHS Standard Terms and Conditions and the Agreement Article titled "Communication and Cooperation with the Department of Homeland Security and Immigration Officials" in this award package; (2) paragraph C.XVII(2)(a)(iii) (Anti-Discrimination Grant Award Certification regarding immigration) of the DHS Standard Terms and Conditions and paragraph (2)(a)(iii) of

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the Agreement Article titled “Anti-Discrimination” in this award package; and (3) the “Compliance with Federal Immigration Law” Agreement Article.

Article 59

Non-Applicability of Specific Agreement Articles

Notwithstanding its inclusion in this award package, the following Agreement Article does not apply to this grant award: 1. Termination of a Federal Award This provision is consistent with any terms of the Notice of Funding Opportunity that state Paragraph C.XL (Termination of a Federal Award) of the FY 2025 DHS Standard Terms and Conditions does not apply to this award. Refer to the Notice of Funding Opportunity for the terms governing award termination.

Article 60

Period of Performance and Budget Period

Notwithstanding language in the Obligating Document or in the other terms of this award package, the Period of Performance and the Budget Period for this grant award is October 1, 2025 to September 30, 2026. The Period of Performance and Budget Period stated in the Obligating Document shall not apply.

Article 61

This article has been removed

Article 62

Funding Hold: Verification of State’s Population

FEMA has placed a funding hold on this award, and the full amount of the award is on hold in the FEMA financial systems. The recipient is prohibited from obligating, expending, or drawing down the funds associated with the award. To release the funding hold, the SAA must provide a certification of the recipient state’s population as of September 30, 2025. In so doing, the State will explain the methodology it used to determine its population and certify that its reported population does not include individuals that have been removed from the State pursuant to the immigration laws of the United States. FEMA will rescind the funding hold upon its review and approval of the State’s methodology and population certification.

Article 63

Amended Period of Performance and Budget Period Pursuant to State of Illinois, et al. v. Kristi Noem, et al. (D.RI) and State of Michigan et al. v. Kristi Noem et al. (D.OR).

Pursuant to the Permanent Injunction Order issued by the U.S. District Court for the District of Rhode Island in State of Illinois, et al. v. Kristi Noem, et al., No. 1:25-cv-00495, dated December 22, 2025 and the Permanent Injunction Order issued by the U.S. District Court for the District of Oregon in State of Michigan, et al. v. Kristi Noem et al., No 6:25-cv-02053-AP, dated December 23, 2025, the Agreement Article titled "Period of Performance and Budget Period" of your award package is rescinded. The new Period of Performance and Budget Period for this award is October 1, 2024 to September 30, 2027.

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Article 64

Rescission of Funding Hold: Verification of State's Population Pursuant to State of Illinois, et al. v. Kristi Noem, et al. (D.RI) and State of Michigan et al. v. Kristi Noem et al. (D.OR).

Pursuant to the Permanent Injunction Order issued by the U.S. District Court for the District of Rhode Island in State of Illinois, et al. v. Kristi Noem, et al., No. 1:25-cv-00495, dated December 22, 2025 and the Permanent Injunction Order issued by the U.S. District Court for the District of Oregon in State of Michigan, et al. v. Kristi Noem et al., No 6:25-cv-02053-AP, dated December 23, 2025, the Agreement Article titled "Funding Hold: Verification of State's Population" of your award package is rescinded.

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EXHIBIT B - AGREEMENT ARTICLES CERTIFICATION

Brookings County  
520 3rd. St Suite 210  
Brookings, SD 57006

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Referred to as Sub-Recipient

The State is required to obtain "Certification" under penalty of perjury pursuant to 28 U.S.C § 1746 that the sub-recipient will comply with the requirements identified in Article 55 in addition to any other requirements set forth by the Articles listed and updated in Exhibit B.

In witness hereto, the Sub-Recipient Certifies by affixing their signature hereto.

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Sub-Recipient Signature - County Commission Chairperson

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Date

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**EXHIBIT B**

**FISCAL YEAR 2025 EMERGENCY MANAGEMENT PERFORMANCE GRANT  
AGREEMENT ARTICLES**

**Article1**

**Assurance, Administrative Requirements, Cost Principles, Representations, and Certifications**

**Article2**

**General Acknowledgements and Assurances**

**Article3**

**Acknowledgement of Federal Funding from DHS**

**Article4**

**Activities Conducted Abroad**

**Article5**

**Age Discrimination Act of 1975**

**Article6**

**Americans with Disabilities Act of 1990**

**Article7**

**Best Practices for Collection and Use of Personally Identifiable Information**

**Article8**

**CHIPS and Science Act of 2022, Public Law 117-167 CHIPS**

**Article9**

**Civil Rights Act of 1964 – Title VI**

**Article10**

**Civil Rights Act of 1968**

**Article11**

**Communication and Cooperation with the Department of Homeland Security and Immigration Officials**

**Article12**

**Copyright**

**Article13**

**Debarment and Suspension**

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**Article14  
Drug-Free Workplace Regulations**

**Article15  
Duplicative Costs**

**Article16  
Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX**

**Article17  
Energy Policy and Conservation Act**

**Article18  
Equal Treatment of Faith-Based Organizations**

**Article19  
Anti-Discrimination**

**Article20  
False Claims Act and Program Fraud Civil Remedies**

**Article21  
Federal Debt Status**

**Article22  
Federal Leadership on Reducing Text Messaging while Driving**

**Article23  
Fly America Act of 1974**

**Article24  
Hotel and Motel Fire Safety Act of 1990**

**Article25  
John S. McCain National Defense Authorization Act of Fiscal Year 2019**

**Article26  
Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

**Article27  
Lobbying Prohibitions**

**Article28  
National Environmental Policy Act**

**Article29  
National Security Presidential Memorandum-33 (NSPM-33) and provisions of the CHIPS and Science Act of 2022, Pub. L. 117-167, Section 10254**

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**Article30  
Non-Supplanting Requirement**

**Article31  
Notice of Funding Opportunity Requirements**

**Article32  
Patents and Intellectual Property Rights**

**Article33  
Presidential Executive Orders**

**Article34  
Procurement of Recovered Materials**

**Article35  
Rehabilitation Act of 1973**

**Article36  
Reporting Recipient Integrity and Performance Matters**

**Article37  
Reporting Subawards and Executive Compensation**

**Article38  
Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

**Article39  
SAFECOM**

**Article40  
Subrecipient Monitoring and Management**

**Article41  
System for Award Management and Unique Entity Identifier Requirements**

**Article42  
Termination of a Federal Award**

**Article43  
Terrorist Financing**

**Article44  
Trafficking Victims Protection Act of 2000(TVPA)**

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**Article45**

**Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, Pub. L. 107-56**

**Article46**

**Use of DHS Seal, Logo and Flags**

**Article47**

**Whistleblower Protection Act**

**Article48**

**Environmental Planning and Historic Preservation (EHP) Review**

**Article49**

**Applicability of DHS Standard Terms and Conditions to Tribal Nations**

**Article50**

**Acceptance of Post Award Changes**

**Article51**

**Disposition of Equipment Acquired Under the Federal Award**

**Article52**

**Prior Approval for Modification of Approved Budget**

**Article53**

**Indirect Cost Rate**

**Article54**

**Build America, Buy America Act (BABAA) Required Contract Provision & Self-Certification**

**Article55**

**Compliance with Federal Immigration Law**

**Article56**

**Non-Applicability of Specific Terms and Agreement Articles**

**Article57**

**Impact of San Francisco v. Trump Preliminary Injunction**

**Article58**

**Impact of State of Illinois v. FEMA Injunction**

**Article59**

**Non-Applicability of Specific Agreement Articles**

**Article60**

**Period of Performance and Budget Period**

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**Article61**

**This article has been removed**

**Article62**

**Funding Hold: Verification of State's Population**

**Article63**

**Amended Period of Performance and Budget Period Pursuant to State of Illinois, et al. v. Kristi Noem, et al. (D.RI) and State of Michigan et al. v. Kristi Noem et al. (D.OR).**

**Article64**

**Rescission of Funding Hold: Verification of State's Population Pursuant to State of Illinois, et al. v. Kristi Noem, et al. (D.RI) and State of Michigan et al. v. Kristi Noem et al.(D.OR).**



## Brookings County Finance Office

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

Phone: (605) 696-8250

February 13, 2026

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

- **Abatement 26-02** Applicant applied for abatement due to property being owned by exempt entity for part of the year. Purchase date 3/20/2025.  
Amount of abatement **\$2,409.53**
- **Abatement 26-03** Applicant applied for abatement due to property being owned by exempt entity for part of the year. Purchase date 1/22/2025.  
Amount of abatement **\$38.04**

Jacob Brehmer, Director of Equalization and Lori Schultz, Finance Officer both recommend approval of this application.

APPLICATION FOR ABATEMENT AND/OR REFUND OF PROPERTY TAXES

Abatement # 26-02 Assessment year 2025 Payable Year 2026

Board of County Commissioners of Brookings County, South Dakota

NAME Brookings Municipal Utilities

MAILING ADDRESS 525 Western Ave

CITY Brookings State SD Zip Code 57006

Legal Description of Property NE 1/4 Exc N 916' of W 638' & Exc W 441.5' of E 874.5' of N 198' & Exc W 219' of E 652' of S 164' of N 362' & Exc Lots H-2, H-3, H-4 Section 29-110-49 142.56 Acres Parcel # 04000-11049-291-00

Amount of abatement being requested \$2,409.53

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

- An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in the extension of the tax, to the injury of the complainant;
- Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment;
- The property is exempt from the tax; - Exempt entity purchased 3/20/2025
- The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessments;
- Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid;
- The same property has been assessed against the complainant more than once in the same year, and the complainant produces satisfactory evidence that the tax for the year has been paid.
- A loss occurred because of flood, fire, storm, or other unavoidable casualty; Date of Loss \_\_\_\_\_
- Structures have been removed after the assessment date (upon verification by the director of equalization) Date structures removed \_\_\_\_\_
- Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline as prescribed in § 10-6A-4
- Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to temporary duty assignment for the military.
- Other / Comments \_\_\_\_\_

Assessor Recommendation: Approve Deny Signature [Signature]

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

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

Subscribed and sworn to, before me this 23rd day of January, 2026  
[Signature]  
Notary / Auditor / Deputy Auditor



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

**Auditor Tax Records Maintenance**

File Edit Options Help Chat

**Plog** **VCS** **P-View** Sort Order: Parcel

---

**Parcel Number** 
**Type** 
**Year** 
**Bill #** 
  

    
 BROOKINGS MUNICIPAL UTILITIES  
 Net Acres: 142.56 04

---

---

Class	AGAs	Totals
Assessed	<input type="text" value="332800"/>	<input type="text" value="332800"/>
Equalized	<input type="text" value="282880"/>	<input type="text" value="282880"/>
Assessor Final	<input type="text" value="332800"/>	<input type="text" value="332800"/>

Acres	<input type="text" value="142.56"/>	<input type="text" value="142.56"/> <b>ACR</b>
Units	<input type="text" value=".00"/>	<input type="text" value=".00"/> <b>UNIT</b>
		<input type="text" value="0"/>

---

Exempt Value	<input type="text" value="0"/>	<input type="text" value="0"/>
Equalized	<input type="text" value="282880"/>	<input type="text" value="282880"/>
Taxes	<input type="text" value="3212.70"/>	<input type="text" value="3212.70"/>

Comments:

Exemptions:

Edit this record

---

Total taxes billed

$$\$3,212.70 / 12 \text{ months} = \$267.725 \text{ per month tax}$$

X 9 months city owned

---

$\$2,409.53$

APPLICATION FOR ABATEMENT AND/OR REFUND OF PROPERTY TAXES

Abatement # 26-03 Assessment year 2025 Payable Year 2026

Board of County Commissioners of Brookings County, South Dakota

NAME Brookings City dba Brookings Municipal Utilities

MAILING ADDRESS Po Box 588

CITY Brookings State SD Zip Code 57006

Legal Description of Property Branch Creek Addition, Lot 2 Block 1

Parcel # 40071-00100-002-00

Amount of abatement being requested \$38.04

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

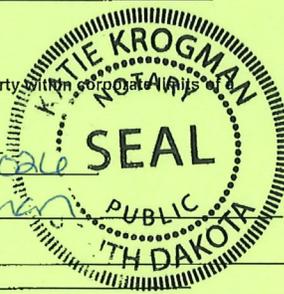
- An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in the extension of the tax, to the injury of the complainant;
- Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment;
- The property is exempt from the tax; Exempt Entity purchased 1/22/2025
- The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessments;
- Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid;
- The same property has been assessed against the complainant more than once in the same year, and the complainant produces satisfactory evidence that the tax for the year has been paid.
- A loss occurred because of flood, fire, storm, or other unavoidable casualty; Date of Loss \_\_\_\_\_
- Structures have been removed after the assessment date (upon verification by the director of equalization)  
Date structures removed \_\_\_\_\_
- Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline as prescribed in § 10-6A-4
- Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to temporary duty assignment for the military.
- Other / Comments \_\_\_\_\_

Assessor Recommendation: Approve Deny Signature Jacob [Signature]

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

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

Subscribed and sworn to, before me this 23rd day of January, 2026  
[Signature]  
Notary / Auditor / Deputy Auditor



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

**Auditor Tax Records Maintenance**

File Edit Options Help Chat

Sort Order: Parcel

---

Parcel Number:  Type:  Year:  Bill #:

40071-00100-002-00    4001    5-1  
 BROOKINGS CITY ET AL  
 Net Acres: 0.00 (40,071.1,2)

---

Class	NAD				Totals
Assessed	<input type="text" value="2500"/>				<input type="text" value="2500"/>
Equalized	<input type="text" value="2395"/>				<input type="text" value="2395"/>
Assessor Final	<input type="text" value="2500"/>				<input type="text" value="2500"/>

Acres	<input type="text" value=".00"/>				<input type="text" value=".00"/> <b>ACR</b>
Units	<input type="text" value="1.00"/>				<input type="text" value="1.00"/> <b>UNIT</b>
TIF Base 4001N	<input type="text" value="0"/>				<input type="text" value="0"/>
Exempt Value	<input type="text" value="0"/>				<input type="text" value="0"/>
Equalized	<input type="text" value="2395"/>				<input type="text" value="2395"/>
Taxes	<input type="text" value="41.50"/>				<input type="text" value="41.50"/>

Comments:  ≡ 1

Exemptions:

Edit this record   
    
    
    

---

   bcs.jbrehmer    MNTTAX

Total taxes billed

$$\begin{aligned}
 & \$41.50 / 12 \text{ months} = \$3.458333333 \text{ per month tax} \\
 & \quad \times 11 \text{ months city owned} \\
 & \quad \underline{\quad \quad \quad} \\
 & \quad \quad \quad \$38.04
 \end{aligned}$$



## Brookings County Finance Office

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

Phone: (605) 696-8250

February 20, 2026

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

- **Abatement 26-05** Applicant applied for abatement due to structure being removed 6/9/2024. Amount of abatement **\$883.54**

Jacob Brehmer, Director of Equalization and Lori Schultz, Finance Officer both recommend approval of this application.

APPLICATION FOR ABATEMENT AND/OR REFUND OF PROPERTY TAXES

Abatement # 26-05 Assessment year 2025 Payable Year 2026

Board of County Commissioners of Brookings County, South Dakota

NAME Lems, Clarence G Et Ux

MAILING ADDRESS 47980 281st St

CITY Canton State SD Zip Code 57013

Legal Description of Property Sublot 9 of Lot 1 of Dorn Addition in Gov't Lot 5 in Section 27-112-47 ? Gov't Lot 1 in Section 28-112-47

Parcel # 09100-11247-272-09

Amount of abatement being requested \$883.54

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

- An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in the extension of the tax, to the injury of the complainant;
- Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment;
- The property is exempt from the tax;
- The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessments;
- Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid;
- The same property has been assessed against the complainant more than once in the same year, and the complainant produces satisfactory evidence that the tax for the year has been paid.
- A loss occurred because of flood, fire, storm, or other unavoidable casualty; Date of Loss \_\_\_\_\_
- Structures have been removed after the assessment date (upon verification by the director of equalization)  
Date structures removed 6-9-2024
- Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline as prescribed in § 10-6A-4
- Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to temporary duty assignment for the military.
- Other / Comments \_\_\_\_\_

Assessor Recommendation: Approve Deny

Signature [Signature]

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

I hereby apply for an abatement / refund of property taxes for the above reasons

[Signature]  
Applicant's Signature

Subscribed and sworn to, before me this 20th day of February, 2026

[Signature]  
Notary / Auditor / Deputy Auditor



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

**Auditor Tax Records Maintenance**

File Edit Options Help Chat

Print Mail Home Refresh

Log VCS P-View

Parcel Number: 09100-11247-272-09 Type Year: RE 2025 Bill #: 3365.0

091025 5-6  
LEMS, CLARENCE G ET UX  
20017 OAK HILL PL, HENDRICKS, MN  
Net Acres: 0.00 (09,100, . )

Names Legal Info Taxes Accounts Receivable Values Specials Comments

Class	NAC	NACM1	Totals
Assessed	45800	127400	173200
Equalized	43830	121920	165750
Assessor Final	45800	127400	173200

Acres	.00	.00	.00	ACR
Units	1.00	1.00	2.00	UNIT
			0	

Exempt Value	0	0	0
Equalized	43830	121920	165750
Taxes	622.92	1732.74	2355.66

Comments: TITLE# 240820033 SERIAL# NEB79B00023 1997 CHIEF

Exemptions:

Edit this record    \*\*Notes    Director    Treasurer    Exit

View    bcs.jbrehmer    MNNTAX

★ Modular Home was removed from property on 6/9/2024. (205 days)

Valued @ \$116,500 / 1,000 = 116.5 × <sup>Factor</sup>.957 = 111.4905 × <sup>Levy</sup>14.11 = \$1,573.13 / 365 days

\$4.309947822 tax per day

X 205 days

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\$883.54



## Brookings County Finance Office

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

Phone: (605) 696-8250

February 25, 2026

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

- **Abatement 26-08** Finance Office is requesting an abatement due to late elderly and disable tax freeze application. Amount of abatement **\$1,292.46**
- **Abatement 26-09** Finance Office is requesting an abatement due to late elderly and disable tax freeze application. Amount of abatement **\$1,366.66**

Jacob Brehmer, Director of Equalization and Lori Schultz, Finance Officer both recommend approval of this application.

APPLICATION FOR ABATEMENT AND/OR REFUND OF PROPERTY TAXES

Abatement # 26-08 Assessment year 2024 Payable Year 2025

Board of County Commissioners of Brookings County, South Dakota

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Description of Property Indian Hills Addn Lot 2c of Lot 49  
Sioux Village 1482 sqft

Amount of abatement being requested \$ 1,292.46

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

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

Assessor Recommendation: Approve Deny

Signature Jacob B. [Signature]

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

I hereby apply for an abatement / refund of property taxes for the above reasons.

Subscribed and sworn to, before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

by Janice Buller, Deputy Finance Office  
Applicant's Signature

Notary / Auditor / Deputy Auditor \_\_\_\_\_

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

2024 pay 2025 taxes

FORM: PT 38

**ASSESSMENT FREEZE FOR THE ELDERLY & DISABLED**

APPLICATION DUE TO THE COUNTY TREASURER'S OFFICE ANNUALLY ON OR BEFORE APRIL 1, SDCL 10-6A

**APPLICANT INFORMATION \*\*\* Applicant - Also complete all of page 2 \*\*\***

LAST NAME	FIRST NAME	BIRTH DATE (MM/DD/YYYY)
PHONE NUMBER	EMAIL ADDRESS	COUNTY Brookings
MAILING ADDRESS	CITY Brookings	STATE SP
		ZIP CODE 57006

**HOUSEHOLD INFORMATION** List all others living in the household. If you are applying as part of a multiple-member household, you must include their income as well as your own. Please list other members of the household below.

LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGE	RELATIONSHIP
1.			
2.			
3.			

**PROPERTY INFORMATION** Legal description of the property for which exemption is requested

40265-02000-049-35  
 Indian Hills Addn Lot 2c of Lot 49  
 Sioux Village 1482 sq ft

**COUNTY TREASURER OFFICE USE**

I hereby certify this applicant meets all requirements for a property tax program in SDCL 10-6A.  
 The applicant does not meet the qualifications for the property program in SDCL 10-6A.

TREASURER OFFICE SIGNATURE Jon Schultz	DATE 2/24/26	BASE YEAR 1997
---	-----------------	-------------------

**DIRECTOR OF EQUALIZATION OFFICE USE**

APPLICANT NAME	PARCEL NUMBER 40265-02000-049-35
BASE YEAR 1997	ASSESSMENT TO BE FROZEN \$ 82,800
Is the described property a single-family dwelling, condominium, apartment, or manufactured home?	<input checked="" type="checkbox"/> YES ( ) NO
Is the current full and true value of the home, garage, and up to 1 acre less than \$345,340	<input checked="" type="checkbox"/> YES ( ) NO
DIRECTOR OF EQUALIZATION OFFICE SIGNATURE [Signature] Deputy	DATE 2-24-26

1/10/24/2024, Dan Brown

APPLICATION FOR ABATEMENT AND/OR REFUND OF PROPERTY TAXES

Abatement # 26-09

Assessment year 2025 Payable Year 2026

Board of County Commissioners of Brookings County, South Dakota

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Description of Property Indian Hills Addn Lot 2C of Lot 49  
Siox Village 1482 sq ft

Amount of abatement being requested \$ 1,366.66

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

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

**Assessor Recommendation:** Approve Deny

Signature Tarob B...

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

I hereby apply for an abatement / refund of property taxes for the above reasons.

Subscribed and sworn to, before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

by Jennifer Bellin, Deputy Finance Officer  
Applicant's Signature

Notary / Auditor / Deputy Auditor \_\_\_\_\_

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

2025 pay 2026 taxes

ASSESSMENT FREEZE FOR THE ELDERLY & DISABLED

APPLICATION DUE TO THE COUNTY TREASURER'S OFFICE ANNUALLY ON OR BEFORE APRIL 1, SDCL 10-6A

APPLICANT INFORMATION \*\*\* Applicant - Also complete all of page 2 \*\*\*

LAST NAME	FIRST NAME	BIRTH DATE (MM/DD/YYYY)	
PHONE NUMBER	EMAIL ADDRESS	COUNTY Brookings	
MAILING ADDRESS	CITY Brookings	STATE SD	ZIP CODE 57006

HOUSEHOLD INFORMATION List all others living in the household. If you are applying as part of a multiple-member household, you must include their income as well as your own. Please list other members of the household below.

LAST NAME	FIRST NAME AND MIDDLE INITIAL	AGE	RELATIONSHIP
1.			
2.			
3.			

PROPERTY INFORMATION Legal description of the property for which exemption is requested

40265-02000-049-35  
 Indian Hills Addn Lot 2c of @ Lot 49  
 Sioux Village 1482 sq ft

COUNTY TREASURER OFFICE USE

I hereby certify this applicant meets all requirements for a property tax program in SDCL 10-6A.  
 The applicant does not meet the qualifications for the property program in SDCL 10-6A.

TREASURER OFFICE SIGNATURE Jon Schultz	DATE 2/24/26	BASE YEAR 1997
---	-----------------	-------------------

DIRECTOR OF EQUALIZATION OFFICE USE

APPLICANT NAME	PARCEL NUMBER 40265-02000-049-35
BASE YEAR 1997	ASSESSMENT TO BE FROZEN \$ 72,800
Is the described property a single-family dwelling, condominium, apartment, or manufactured home?	<input checked="" type="checkbox"/> YES ( ) NO
Is the current full and true value of the home, garage, and up to 1 acre less than \$356,391	<input checked="" type="checkbox"/> YES ( ) NO
DIRECTOR OF EQUALIZATION OFFICE SIGNATURE Paul Smith Deputy	DATE 2-24-26

## 2026 Weed & Pest Department Chemical Bid

### ***Nutrien Solutions - Spearfish***

#### **Platoon 2, 4-D Amine**

Gallons	Price Per Unit	+/- from 2025
2.5 gallon	\$15.80 per gallon	\$0.30+
30-gallon drum	\$15.80 per gallon	\$0.52+
265-gallon tote	\$14.80 per gallon	\$0.30+

#### **Alligare 2,4-D Amine**

Gallons	Price Per Unit	+/- from 2025
270 gallon tote	\$14.80 per gallon	\$0.30+
2.5 gallon container	\$15.80	\$0.30+

#### **Grazon PD3**

Gallons	Price Per Unit	+/- from 2025
2 gallon container	\$48.98 per gallon	\$1.48+
250 gallon tote	\$48.98 per gallon	\$1.48+

#### **Freelexx Herbicide**

Gallons	Price Per Unit	+/- from 2025
2.5 gallon container	\$35.00 per gallon	\$2.25+
30 gallon drum	\$35.00 per gallon	\$2.25+
250 gallon tote	\$35.00 per gallon	\$2.25+

### ***Orion Solutions LLC - Rockey Mount, Virginia***

	LB PER GALLON	BRAND	PRICE PER GALLON	AQUATIC YES/NO	+ / - from 2025
<b>2, 4-D Amine Aquatic Label</b>	3.8 lbs. per gallon	Alligare	\$20.50 per gallon	YES	NA
<b>Gunslinger P+D</b>	2 lbs. per gallon Picloram 0.54 lbs. per gallon 2, 4-D	Alligare	\$27.75 per gallon	NO	NA
<b>Freelex</b>	3.8 lbs. per gallon	Corteva	\$32.75 per gallon	YES	NA
<b>Surfactant</b>	-	Orion	\$5.30 per gallon	YES	NA
<b>Rodeo Generic Aquatic</b>	4 lbs. per gallon	Alligare	\$23.50 per gallon	YES	NA
<b>Triumph 22</b>	2 lbs. per gallon Picloram	Alligare	\$50.00 per gallon	NO	NA

**Vandiest Supply - Yankton**

	LB PER GALLON	BRAND	PRICE PER GALLON	AQUATIC YES / NO	+ / - from 2025
<b>2, 4-D Amine Aquatic Label</b>	3.8 lbs. per gallon	Corn Belt 4#	\$17.34 per gallon	YES	\$0.29+
<b>Grazon PD3</b>	3 lbs. per gallon	Corteva	\$47.89 per gallon	NO	\$4.91+
<b>Freelex</b>	3.8 lbs. per gallon	Corteva	\$35.00 per gallon	YES	\$2.25+
<b>Surfactant</b>	-	Brewer International	\$9.44 per gallon	YES	\$0.20+
<b>Rodeo Generic Aquatic</b>	5.4 lbs. per gallon	NuFarm	\$20.64 per gallon	YES	NA

REQUEST TO FILL VACANCY

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

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	\$	_____

- 4. Explain the effects of leaving the vacancy until severance is accumulated.  
Leaving a part-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

02/13/2026

\_\_\_\_\_  
Date

Request for filling of vacancy:  Approved  Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date

**POSITION TITLE:** Correctional Officer  
**DEPARTMENT:** Sheriff  
**REPORTS TO:** Jail Administrator  
**FLSA STATUS:** Non-Exempt  
**WAGE GRADE:** 6 (PT CO are Wage Grade 6, Steps I & II only)

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

The fundamental reason this position exists is to perform duties assigned in the areas of the legal process to include: direct supervision and well being of prisoners in the Detention Center, ensures that all Detention Center procedures are carefully followed and monitored. Resolves prisoner complaints/requests within procedural guidelines. Transports prisoners as required and other Detention Center duties as assigned.

**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.

**Note**—Part-time Correctional Officers are hired contingent upon fulfilling the needs of the Detention Center. Incumbents are not on a set schedule but are hired to fulfill the scheduling needs as they arise. It is an essential function of the position to be able to work during all shifts, odd hours, emergency situations, holidays, etc.

**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.)

- 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 all operations of control of the detention center.
- Admit 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.

## **QUALIFICATION FOR APPOINTMENT**

### **Required Knowledge, Skills, and Abilities**

- Extensive knowledge of the principles and procedures, codes, laws, and statues 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*

# Variable Speed drive



 **CYLIUS**  
LISTED  
9D42  
POWER CONVERSION  
EQUIPMENT  
Milwaukee, WI, USA  
SVX9000 Series  
11/07/11  
S/N: 12671622  
MOD.ID: 12671623 11/07/11  
Input  
V1: 3-380-500V 50/60Hz  
I1: 23A  
Output  
V2: 3-0-V1 0-320Hz  
I2: 18/23A  
P2: 10CT/15VT  
NEMA Type 1  
CE

CAT NO: US015414A-N0000  
OPTIONS:  
STYLE NO: US015414A-N0000

SOFTWARE CODE: G.O. NO: JNCT14457-008  
DATE CODE: 111412  
INPUT: 480V 3 PHASE 50/60 HZ 21A RMS  
OUTPUT: 0 TO 480V 3 PHASE 1 TO 320 HZ 21A RMS  
MAX AMBIENT: 40 DEG. C  
NOMINAL HP: 15 VT OVERLOAD: 1.10  
ENCLOSURE: NEMA TYPE 1 W/ INTELLIDISCONNECT  
GROUNDING REQUIRED  
SERIAL: 12827573

MANUFACTURED BY EATON

# Variable speed drive



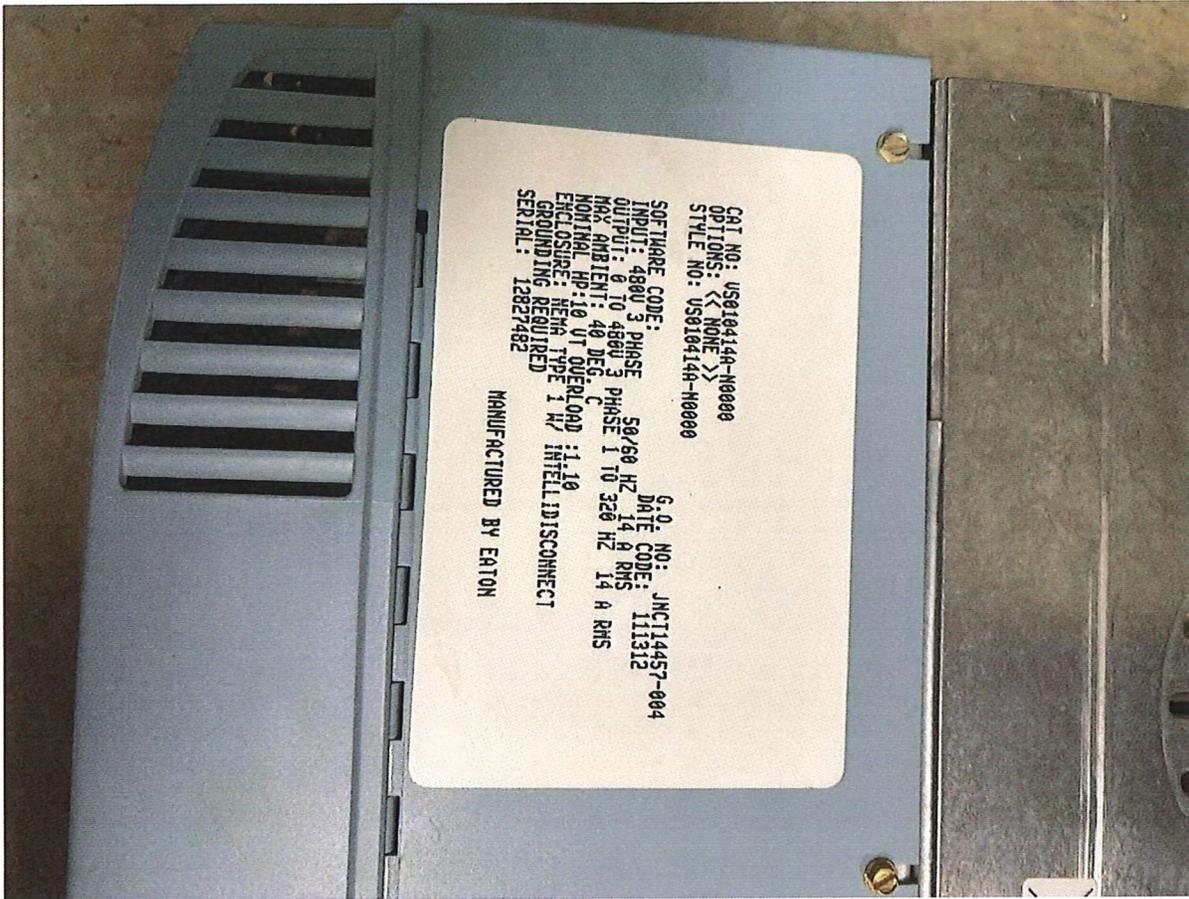
CAT NO: US015414A-N0000  
OPTIONS: US015414A-N0000

G.O. NO: JNCT14457-010  
DATE CODE: 111412

SOFTWARE CODE: 50/60 HZ 21A RMS  
INPUT: 480V 3 PHASE  
OUTPUT: 0 TO 480V 3 PHASE 1 TO 320 HZ 21A RMS  
MAX AMBIENT: 40 DEG C  
NOMINAL HP: 15 VJ OVERLOAD: 1.10  
ENCLOSURE: NEMA TYPE 1 W/ INTELLIDISCONNECT  
GROUNDING REQUIRED

SERIAL: 12827563  
MANUFACTURED BY EATON

# Variable speed drive



CAT NO: US810414A-N0000  
OPTIONS: << NONE >>  
STYLE NO: US810414A-N0000

SOFTWARE CODE:  
INPUT: 480V 3 PHASE 50/60 HZ 14 A RMS  
OUTPUT: 0 TO 480V 3 PHASE 1 TO 320 HZ 14 A RMS  
MAX AMBIENT: 40 DEG C  
NOMINAL HP: 10 UT QUELLOAD : 1:10  
ENCLOSURE: NEMA TYPE 1 M7 INTELLIDISCONNECT  
GROUNDING REQUIRED  
SERIAL: 12827482

G.O. NO: JNCT14457-004  
DATE CODE: 111312

MANUFACTURED BY EATON

Variable speed drive

CAT NO: VS010414A-N0000  
OPTIONS: << NONE >>  
STYLE NO: VS010414A-N0000

SOFTWARE CODE: G.O. NO: JNCT14457-001  
INPUT: 480V 3 PHASE 50/60 HZ 14 A RMS DATE CODE: 111412  
OUTPUT: 0 TO 480V 3 PHASE 1 TO 320 HZ 14 A RMS  
MAX AMBIENT: 40 DEG. C  
NOMINAL HP: 10 VT OVERLOAD : 1.10  
ENCLOSURE: NEMA TYPE 1 W/ INTELLIDISCONNECT  
GROUNDING REQUIRED  
SERIAL: 12827552

MANUFACTURED BY EATON

Cooling tower



**Baltimore Aircoil  
Company**

**P.O. BOX 7322  
BALTIMORE, MD. 21227  
FXV (410) 799-6200**



**MODEL NO. -0812A-12D-J  
SERIAL NO. U111771108-01  
BELT NO. 2B128  
C.R.N. NO.**

270047PA REV. M

Chiller 1



### TANDEM CHILLERS

TEL: (877) 513-8330

[www.tandemchillers.com](http://www.tandemchillers.com)

CERTIFIED TO: UL 1995 3rd, CAN/CSA C22.2 NO. 236

INDUSTRIAL CONTROL PANEL: NEMA 1 INDOOR USED

MODEL NUMBER: WHRX020DZV  
SERIAL NUMBER: 0711 - 1262  
JOB NUMBER: MEC - 1426

POWER SUPPLY: 460 V 3 PH 60 Hz

COMPRESSOR 1: 10 HP 19.4 RLA 142 LRA

COMPRESSOR 2: 10 HP 19.4 RLA 142 LRA

MINIMUM CIRCUIT AMPACITY (MCA): 45 AMPS

RECOMMENDED FUSE SIZE (RFS): 50 AMPS

MAXIMUM OVERLOAD PROTECTION (MOP): 70 AMPS

SHORT CIRCUIT RATING 5 KA RMS

REFRIGERANT: 410A CHARGE: 15 / circuit LBS

MAXIMUM PRESSURE LOW: 250 PSI HIGH: 650 PSI

Chiller 2 or 3



### TANDEM CHILLERS

TEL: (877) 513-8330

[www.tandemchillers.com](http://www.tandemchillers.com)

CERTIFIED TO: UL 1995 3rd, CAN/CSA C22.2 NO. 236

INDUSTRIAL CONTROL PANEL: NEMA 1 INDOOR USED

MODEL NUMBER: WX050DZV  
SERIAL NUMBER: 0711 - 1261  
JOB NUMBER: MEC - 1425

POWER SUPPLY: 460 V 3 PH 60 Hz

COMPRESSOR 1: 25 HP 37.9 RLA 260 LRA

COMPRESSOR 2: 25 HP 37.9 RLA 260 LRA

MINIMUM CIRCUIT AMPACITY (MCA): 86 AMPS

RECOMMENDED FUSE SIZE (RFS): 100 AMPS

MAXIMUM OVERLOAD PROTECTION (MOP): 125 AMPS

SHORT CIRCUIT RATING 5 KA RMS

REFRIGERANT: 410A CHARGE: 24 / circuit LBS

MAXIMUM PRESSURE LOW: 250 PSI HIGH: 650 PSI

Chiller 2 or 3

## TANDEM CHILLERS

TEL: (877) 513-8330

[www.tandemchillers.com](http://www.tandemchillers.com)

CERTIFIED TO: UL 1995 3rd, CAN/CSA C22.2 NO. 236

INDUSTRIAL CONTROL PANEL: NEMA 1 INDOOR USED

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MAXIMUM OVERLOAD PROTECTION (MOP): 125 AMPS

SHORT CIRCUIT RATING 5 KA RMS

REFRIGERANT: 410A CHARGE: 24 / circuit LBS

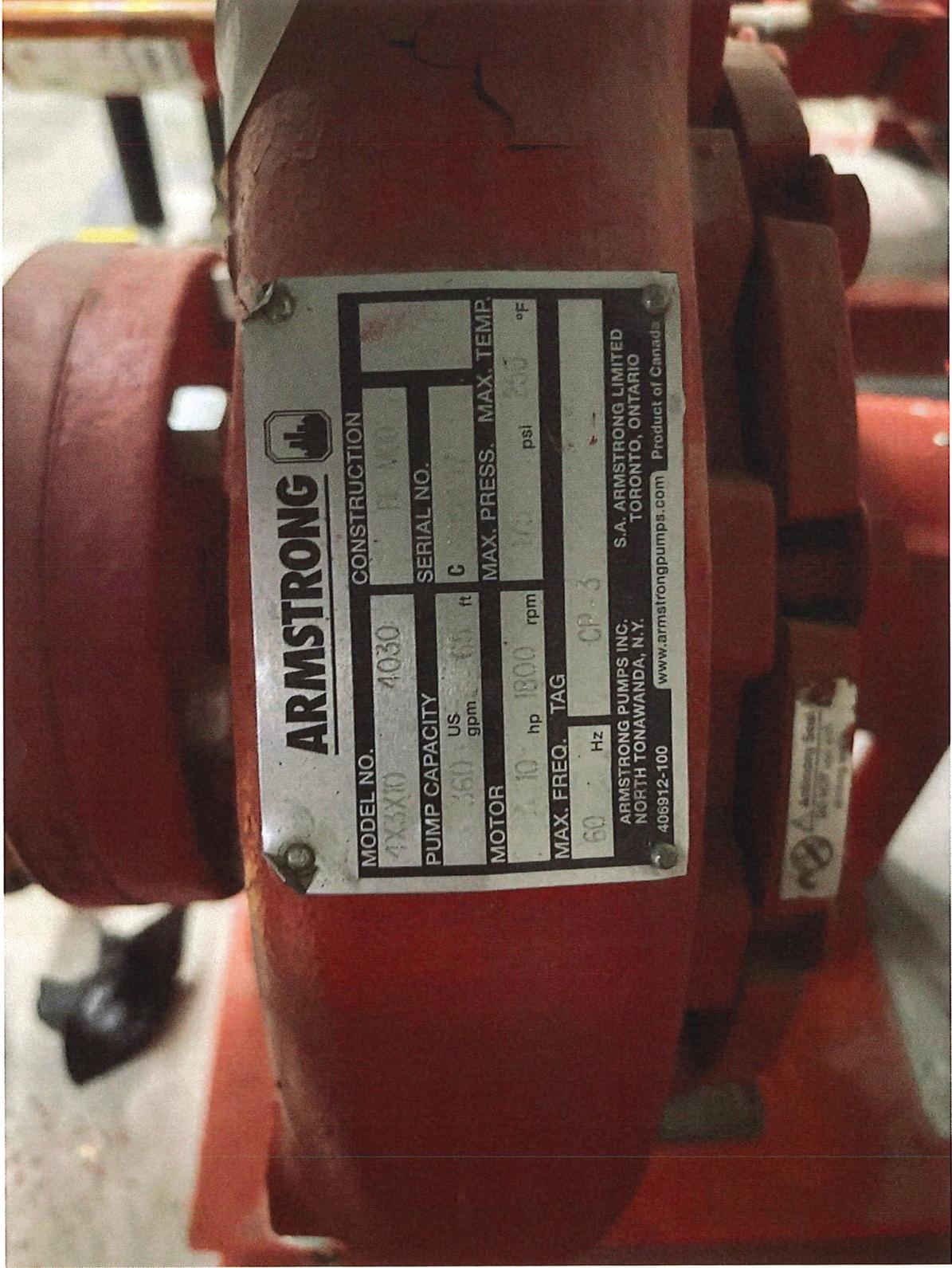
MAXIMUM PRESSURE LOW: 250 PSI HIGH: 650 PSI

Fluid Pump

**ARMSTRONG** 

MODEL NO.	4060	CONSTRUCTION	
PUMP CAPACITY	US gpm 65 ft	SERIAL NO.	C 689-135
MOTOR	hp 1800 rpm	MAX. PRESS.	175 psi
MAX. FREQ.	60 Hz	TAG	CP-71
ARMSTRONG PUMPS INC. NORTH TONAWANDA, N.Y. 406912-100		S.A. ARMSTRONG LIMITED TORONTO, ONTARIO www.armstrongpumps.com Product of Canada	

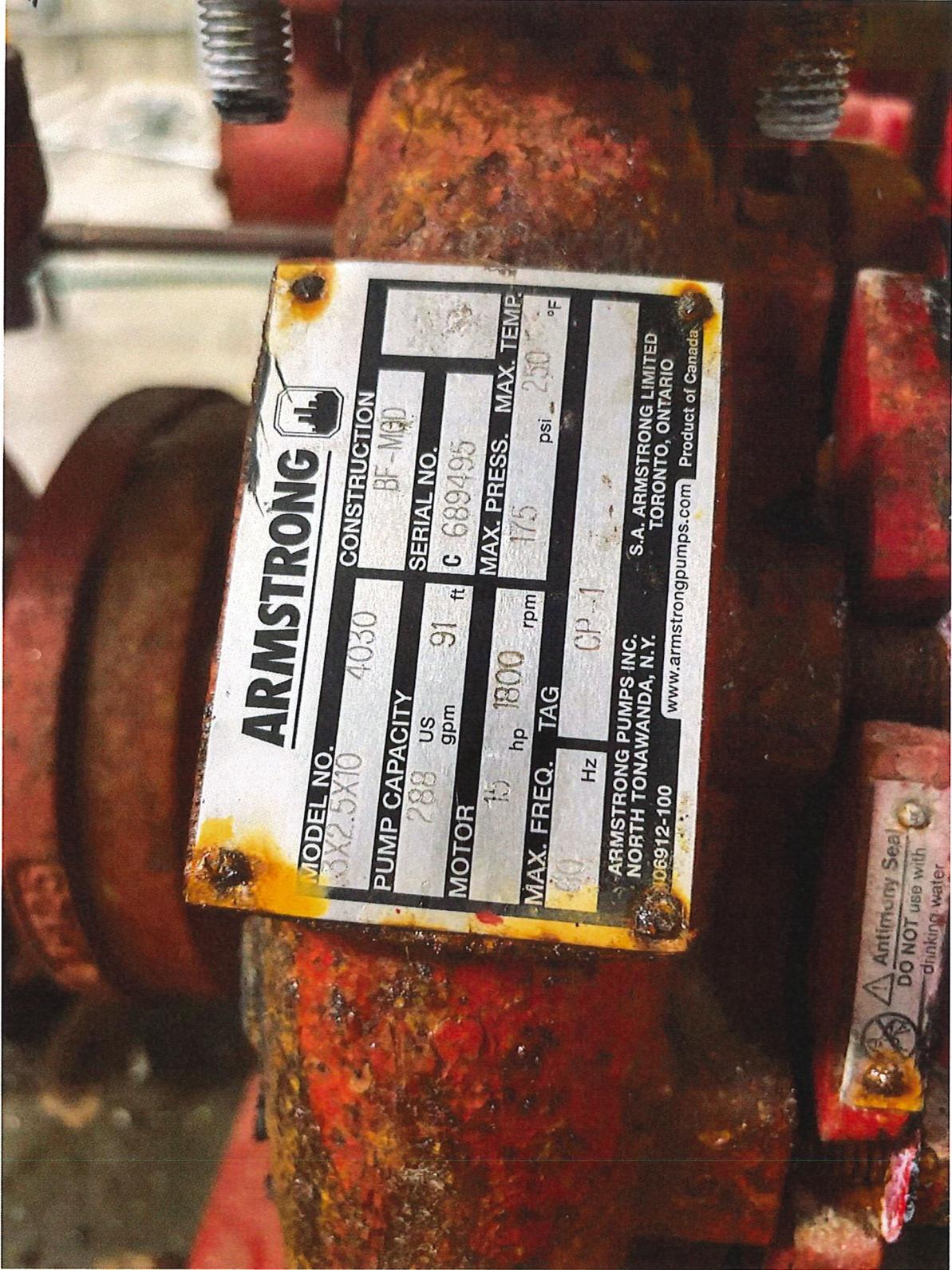
Fluid Pump



Fluid Pump



Fluid Pump



# ARMSTRONG

MODEL NO.	0X2.5X10	4030	CONSTRUCTION	BF-MGD
PUMP CAPACITY	288 US gpm	91 ft	SERIAL NO.	C 689495
MOTOR	15 hp	1800 rpm	MAX. PRESS.	175 psi
MAX. TEMP.			MAX. TEMP.	250 °F
MAX. FREQ.	60 Hz		TAG	CP-1

ARMSTRONG PUMPS INC.  
NORTH TONAWANDA, N.Y.  
06912-100

S.A. ARMSTRONG LIMITED  
TORONTO, ONTARIO

www.armstrongpumps.com Product of Canada

Antimony Seal  
DO NOT use with  
drinking water

101-4-111-4291

Total Allocated for Commission Projects

\$6,822,340.73

Approved - Unpaid

2022	2023	2024	2025	Total Approved	Total 2022	Total 2023	Total 2024	Total 2025	Other	Approved - Unpaid
Brookings Behavioral Health				\$1,200,000.00	\$1,200,000.00					\$0.00
ICAP - new building in Madison				\$100,000.00		\$100,000.00				\$0.00
United Way - building project				\$300,000.00	\$300,000.00					\$0.00
Habitat for Humanity				\$50,000.00	\$50,000.00					\$0.00
Salaries				\$531,500.00	\$531,500.00					\$0.00
Aurora Fire Department				\$287,000.00	\$119,000.00	\$120,309.74	\$45,331.65			\$2,358.61
Brookings Fire Department				\$48,052.00		\$38,874.31	\$8,868.67			\$309.02
Bruce Fire Department				\$394,000.00		\$183,198.55	\$210,801.45			\$0.00
Elkton Fire Department				\$400,000.00	\$400,000.00					\$0.00
Sinai Fire Department				\$319,884.00		\$212,894.36	\$103,316.80	\$2,343.97		\$1,328.87
Volga Fire Department				\$394,000.00		\$168,827.50	\$225,172.50			\$0.00
White Fire Department				\$427,000.00	\$427,000.00					\$0.00
East Fire Station/EOC generator				\$28,750.00						\$28,750.00
Elkton Ambulance Service				\$270,000.00			\$270,000.00			\$0.00
	Banner Assoc - 214th			\$85,000.00		\$5,793.00	\$40,636.56		\$38,540.70	\$29.74
	Conservation District - truck			\$54,715.00		\$54,715.00				\$0.00
	Bruce Fire - Generator			\$28,500.00		\$28,500.00				\$0.00
		Generator for CITCO -2024		\$119,744.82			\$119,744.82			\$0.00
		Courthouse Roof - 2024		\$392,607.72			\$353,346.95	\$39,260.77		\$0.00
		Samara Avenue		\$241,976.50				\$241,976.50		\$0.00
		City of Aurora - pump		\$11,188.80			\$11,188.80			\$0.00
		White Ambulance		\$124,900.00			\$124,900.00			\$0.00
		Radio Upgrades		\$129,576.00			\$129,576.00			\$0.00
			OAC Generator	\$50,000.00						\$50,000.00
									\$38,540.70	\$82,776.24

Remaining to Allocate	\$833,945.89	\$3,027,500.00	\$913,112.46	\$1,642,884.20	\$283,581.24
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Stacy Steffensen, Commission Department Director

Brookings County

520 3<sup>rd</sup> St., Suite 210

Brookings, SD 57006

605-696-8205

ssteffensen@brookingscountysd.gov

### **STAFF REPORT:**

#### **9:00 AM Scheduled Agenda Items:**

- Xcel Energy – PowerOn Midwest Project Presentation: Representatives from Xcel Energy will be at the meeting to discuss this proposed project. Their PowerPoint presentation and a map of the proposed route are included in the packet.

#### **Regular Business:**

- Burn Ban Resolution: This may or may not be needed at this time. The Commission can discuss the resolution based on current conditions.
- ROD Fee Resolution: This resolution increases the fees for abstractors' copies in the Register of Deeds Office. Register of Deeds Bev Chapman is requesting this change. The last update was in 2007 to this resolution.
- LEMP Grant Agreement: This is the Local Emergency Management Performance Grant agreement with the state. County Development Director Robert Hill asked to have this approved and will have additional information.
- Abatements: There are several abatements for approval. All are recommended for approval by both Finance Officer Lori Schultz and Equalization Director Jacob Brehmer.
- Weed Bids: The weed chemical bids were opened on Tuesday, February 17<sup>th</sup>. The board typically approves all bids, so availability of chemical isn't a concern.
- Vacancy Request: This request is due to an internal promotion.
- Surplus Items: These are all items that need to be surplus and will be disposed of from the HVAC project at the Government Center.
- 214<sup>th</sup> Street Discussion: This is discussion only on the possibility of limiting truck traffic on 214<sup>th</sup> Street/County Road 16A.
- Commission Projects Information: The updated "Commission Projects" funding spreadsheet is included in the packet. This is for commission review, and to discuss recent funding requests.

#### **Director's Report**

- As part of my staff report, I have included documents titled "Brookings County, South Dakota Board of Commissioners Bylaws, Rules of Procedure, and Policies," and "Code of Conduct for County Commissioners, Elected and Appointed Department Heads, Members of All Boards, Commissions, Committees, Task Forces, or Other Appointed Advisory Groups." The Commission has never had official bylaws and a location where policies are kept. I reviewed the bylaws from Pennington County, which also referenced the Code of Conduct document. These are here for your review over the next couple of weeks. If the board wishes to formally adopt these documents, I can add them as action items at the second meeting in March.

- We received a project schedule for the HVAC/Boiler project for the Government Center:
  - February 23 – cooling system demolition
  - March 9 – cooling tower demolition and expansion of the concrete pad
  - April 6 – delivery of the new chiller
  - April 16 – chiller startup
  - TBD – boiler installation
- On Wednesday, April 8<sup>th</sup>, there will be tactical pipeline response training through the South Dakota Pipeline Association, at 11:30 AM at the Dacotah Bank Center.
- The Commission received a ‘thank you’ note from the Brookings County History Museum. A copy is included with my report.

### **Public Notices**

- a. March 3, Tuesday – Bid Opening for the 2026 Brookings County Asphalt & Chip Seal Projects, 2:30 PM, Government Center Community Room, Room 300.
- b. March 7, Saturday – Elkton EMT Training Lunch, 12:00 PM, Elkton Community Center, 109 Elk Street, Elkton.
- c. 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.
- d. March 12, Thursday – Brookings Public Library Board Meeting, 11:45 AM, Brookings Library
- e. March 20, Friday – Brookings & Moody County Lincoln Day Dinner, 5:00 PM, Club 71 at SDSU.
- f. April 2, Thursday – Retirement Party for Finance Officer Lori Schultz, 3:00 PM – 5:00 PM, Commission Chambers
- g. April 2, Thursday – Taste of Brookings Celebration, 5:00 PM – 7:30 PM, Club 71 at Dana J. Dykhouse Stadium.
- h. April 3, Friday – Offices close at 12:00 PM in honor of the Good Friday holiday.
- i. April 8, Wednesday – South Dakota Pipeline Association Tactical Pipeline Response Training, 11:30 AM, Dacotah Bank Center



Stacy Steffensen  
Commission Department Director  
Brookings County, South Dakota

BROOKINGS COUNTY, SOUTH DAKOTA  
BOARD OF COMMISSIONERS

BYLAWS, RULES OF PROCEDURE, AND POLICIES



APPROVED:

# PREFACE

Any reference to South Dakota Codified Law in these bylaws refers to statute(s) as currently enacted as of the date of adoption of these bylaws or as amended thereafter.

These bylaws are intended to provide general guidance in conducting the business of the Brookings County Commission and are not intended to be all-inclusive.

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# ARTICLE I – BOARD ORGANIZATION

**1.1 Board Membership.** Brookings County shall have a Board of Commissioners consisting of not less than three (3), nor more than seven (7) members, each of whom shall be elected at a general election only. Commissioners are elected at-large, with three (3) commissioners running for election at the general election at which the Governor is elected; and two (2) commissioners running for election at the general election at which the President is elected. *SDCL § 7-8-1.* Brookings County is represented by a five (5) member Board of Commissioners.

**1.2 Term of Commissioners.** The term of each Commissioner shall be for four (4) years commencing on the first Tuesday of January following an election. *SDCL § 7-8-1.*

**1.3 Election of Commissioners and Vacancies in Office.** The nomination and election of County Commissioners shall be by a vote of the registered voters of Brookings County. County Commissioners must reside in Brookings County. If any County Commissioner moves from the county or if any County Commissioner fails to attend the commission meetings for four (4) consecutive months, the office shall be declared vacant and such vacancy shall be filled pursuant to SDCL Chapter 3-4. *SDCL § 7-8-2.*

When a vacancy occurs in the Board of County Commissioners, the remaining board member(s) must appoint a suitable person to fill the vacancy that resides in Brookings County. The board has thirty-five (35) days to fill the vacancy or until the conclusion of the second regular meeting after the vacancy occurs, whichever is later. If there is an even number of County commissioners remaining on the board, the Brookings County Finance Officer must act as a member of the board to fill the vacancy. *SDCL § 3-4-4.*

If a vacancy occurs within thirty (30) days preceding an election day at which it may be filled, no appointment shall be made unless it be necessary to carry out such election and the canvass of the same according to law; in that case an appointment may be made at any time previous to such election to hold until after such election or until a successor is elected and qualified. *SDCL § 3-4-5.*

**1.4 Compensation of County Commissioners.** The method of payment, whether per diem or salary, and the amount of per diem or salary shall be determined by the Board of County Commissioners in each county. *SDCL § 7-7-3.*

If the per diem method is used, the County Commissioners shall be allowed the per diem amount for each day they are actually and necessarily employed in the duties and business relating to county affairs and the duties of their office and in attending and returning from sessions of the board. The County Commissioners shall be allowed mileage for the distance actually traveled in attending the meetings of the board, or when engaged in other official duties. The per diem shall be paid out of the general county fund. The per diem shall be set by the commission on the first regular meeting date in January each year. *SDCL § 7-7-3.*

If the salary method is used, such salary may be set by the Board of County Commissioners at its first regular meeting of each year. If the Board of County Commissioners fails to determine a salary, then the salary of a County Commission in any one year is:

Seven thousand two hundred thirty three dollars (\$7,233) as per diem or salary in counties of thirty thousand (30,000) population or over. *SDCL § 7-7-5.*

An individual Commissioner reserves the right to accept a lower amount or no compensation. They shall submit the amount requested in writing to the Commission Department Director for submission to the Finance Office for payroll processing.

**1.5 General Powers of County Commissioners.** Per SDCL § 7-8-20, in addition to others specified in law, the Board of County Commissioners shall have power:

1. To institute and prosecute civil actions in the name of the county, for and on behalf of the county.
2. To make orders respecting the care and preservation of all property belonging to the county and to sell any real property of the county when authorized by law so to do.
3. To levy a tax not exceeding the amount authorized by law, and to liquidate indebtedness.
4. To audit the accounts of all officers having the care, management, collection, or disbursement of any money belonging to the county or appropriated for its benefit.
5. To construct and repair bridges; to open, lay out, vacate, and change highways; to purchase or acquire grounds for the courthouse, jail, or other building sites, locate or relocate the courthouse on such sites; to establish election precincts in its county and appoint the judges of elections; and, as a board of equalization, to equalize the assessment roll of its county in the manner provided by law.
6. To furnish necessary blank books, blanks, and stationery for the county finance officer, register of deeds, state's attorney, sheriff, and other elected or appointed county officers, to be paid out of the county treasury; also a fireproof safe or vaults, when in its judgment the same shall be advisable, in which to keep all the books, records, vouchers, and papers pertaining to the business of the board.
7. To superintend the fiscal concerns of the county and secure their management in the best possible manner.
8. To regulate the transactions of business in alcoholic beverages and the use and consumption of alcoholic beverages, to establish the number of on-sale licenses which may be issued, to provide for reasonable classification of on-sale licenses and fix the fees to be charged for the licenses consistent with the provisions of Title 35.
9. To make ordinances prohibiting the sale or exhibition of any obscene matter; however, no county resolutions shall be effective in any incorporated area within said county.
10. To do and perform such other duties and acts as it is or may hereafter be required to do and perform.
11. To provide additional compensation to the county finance officer, county register of deeds, state's attorney, and sheriff. This compensation shall be in addition to the salaries prescribed in SDCL §§ 7-7-9.1, 7-7-12, and 7-12-15.
12. To provide office space, in addition to that provided in the county courthouse, for state's attorneys, appointed officials of the county and other employees.

13. To receive and administer grants, loans and assistance and to enter into agreements for cooperative action, with or on behalf of any public agency or nonprofit organization, to establish, promote and support community development.
14. To enact ordinances to regulate and prevent the placing of ashes, dirt, garbage or any offensive matter in any highway or public ground or in any body or stream of water within the county, but outside of an incorporated municipality or outside of the one mile limits of any incorporated municipality.
15. To enact ordinances to regulate and compel the cleansing, abatement or removal of any sewer, cesspool or any unwholesome or nauseous thing or place.
16. To license and regulate transient merchants, hawkers, solicitors, peddlers, itinerant vendors, and every person retailing tangible personal property or services, unless such business is carried on exclusively within the boundaries of a municipality or is carried on through home solicitations or from a fixed permanent location and place of business in this state where such goods and services are offered on a continuing basis.
17. To enact by ordinance, for any portion of the county which is zoned, certain building codes pursuant to SDCL § 11-10-5.
18. To prohibit or restrict open burning, after consultation with local fire officials and law enforcement officials, in order to protect the public health and safety.

## ARTICLE II – RULES OF GENERAL CONDUCT

**2.1 General Conduct.** The Brookings County Board of Commissioners places great emphasis and importance upon the proper discharge of their duties and responsibilities. In order to encourage cooperation and respect between Commissioners, and to earn the respect of the residents of Brookings County, the board adopted the Brookings County Code of Conduct for County Commissioners, Department Heads, Members of all Boards, Commissions, Committees, Task Forces or other Appointed Advisory Groups.

A County Commissioner must respect the chain of command within a county office or department and understand the role of a County Commissioner as a policy-making position as opposed to a department head administrator's responsibility of overseeing the day-to-day operations of their office or department.

No County Commissioner shall corruptly use or attempt to use their official position or any property or resource which may be within their trust, or perform their official duties, to secure a special privilege, benefit, or exemption for themselves or others.

*Refer to the Brookings County Code of Conduct that is an addendum to these bylaws for additional information.*

## ARTICLE III – OFFICERS AND STAFF

**3.1 Chair and Vice Chair – Election/Vacancy.** At the first meeting of the Board of County Commissioners each year, the board shall elect a Chair and Vice Chair for a term of one year. The Chair shall continue to serve as Chair until a successor is elected. If there is a vacancy for the Chair or Vice Chair from any cause, the board shall elect another Chair or Vice Chair. The Chair or, in the Chair's absence, the Vice Chair shall preside at the meeting of the board and sign all orders and claims approved by the board. SDCL § 7-8-15.

**3.2 Election of Chair and Vice Chair – Method and Order.** The board shall vote via voice vote as the method to elect the Chair and Vice Chair. The order of the election shall be to vote for the Chair first and the Vice Chair second.

**3.3 Chair – Duties and Powers.**

1. Preside at all official and special meetings of the board.
2. Approve the proposed agenda prepared by the Commission Department staff. Final approval of the proposed agenda shall be by a majority vote of the board.
3. Affix their signature to all contracts, bonds and other documents requiring the signature of the Chair upon approval of the board.
4. Be the ceremonial representative of Brookings County and perform such other duties as specified by law or by custom.
5. When approved by a majority vote of the board, the Chair shall be authorized to represent the board as directed.

**3.4 Vice Chair – Duties and Powers.**

1. Preside at official and special meetings in the absence of the Chair.
2. Affix their signature to all contracts, bonds, and other documents requiring the signature of the Chair when the Chair is unable to do so because of illness or other emergency which, in the opinion of the board, prevents the Chair from performing the functions of the office.
3. Perform such other duties as may be from time to time assigned by the Chair or by a majority vote of the board.

**3.5 Finance Officer as Clerk of County Commissioners.** The County Finance Officer is the clerk of the Board of County Commissioners and shall keep an accurate record of its official proceedings and carefully preserve all of the documents, books, records, maps, and other papers required to be deposited or kept in their office and carefully perform such other acts and duties as are required by law. SDCL § 7-10-1.

**3.6 State's Attorney.** The State's Attorney shall give opinions and advice without fee to the Board of County Commissioners and other civil officers of their county, if requested by the board or officers, upon all matters in which the county is interested or relating to the official duties of the board or officers. SDCL § 7-16-8.

## ARTICLE IV – MEETINGS

**4.1 Quorum.** A majority of the entire Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the county. Three (3) members of the county's five (5) must be present to form a quorum and further, three (3) must vote in agreement in order to take any official action. *SD Attorney General Opinion #94.15.*

An official meeting of the board is one where a quorum of the board is present and at which official business is discussed or decided. In order to avoid an open meetings law violation, no more than two (2) commissioners may be present and discuss county business without proper notice of a public meeting. Email discussions that include a quorum of a public body and which discuss the official business of that body could be considered a public meeting subject to open meeting law requirements. Email participation solely for the purposes of scheduling matters would not constitute a public meeting.

It is not an official meeting of one political subdivision or public body if its members provide information or attend the official meeting of another political subdivision or public body for which the notice requirements of SDCL § 1-25-1.1 have been met. *SDCL § 1-25-1.*

All public bodies required to follow the open meetings laws in accordance with SDCL §1-25 must annually review:

1. An explanation of the laws prepared by the Attorney General. *SDCL § 1-11-1(13).*
2. Any other material pertaining to open meetings provided by the Attorney General.
3. Must report completion of the review in the minutes of the public body.

**4.2 Session.** A session shall mean a period of time that is designated to complete the business of the board.

1. Regular meetings typically occur over a period of one (1) day and are considered as one (1) session which start when the meeting is called to order and end when adjournment is either declared by the Chair or approved by a majority vote.
2. Special meetings may occur over the period of one or more days to complete a session and are considered one (1) session in their entirety.

**4.3 Regular Meetings.** Except as otherwise required by law, the regular meetings of the board shall be held as follows:

1. The official meetings of the county are open to the public unless a specific law is cited by the county to close the official meeting to the public. *SDCL § 1-25-1.*
2. A "meeting" shall mean the convening of a quorum of the Board of Commissioners for the purpose of deliberating toward or rendering a decision. A "decision" shall mean a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, or measure on which a vote by the Commissioners is required.
3. Unless the board shall otherwise specify, the board shall meet on the first and third Tuesdays of each month at such time that the board shall determine. The Commission Department Director shall provide

a calendar no later than November 30<sup>th</sup> each year that provides the commission meeting dates for the subsequent year.

4. All regular meetings of the board shall be held in the Commission Chambers located on the third floor of the City & County Government Center, 520 3<sup>rd</sup> Street, Suite 310, Brookings, SD, unless the board shall otherwise specify.
5. Any official meeting may be conducted by teleconference. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to roll call vote. *SDCL § 1-25-1.5.*
6. The board shall comply with the provisions of the South Dakota Open Meetings Laws as they now or may hereafter exist. All public bodies shall provide public notice, with a proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four (24) hours immediately preceding any meeting, by posting a copy of the notice visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the county's website ([www.brookingscountysd.gov](http://www.brookingscountysd.gov)) upon dissemination of notice. *SDCL § 1-25-1.1*
7. A period of public comment, limited at the board's discretion as to the time allowed for each topic/speaker and the total time allowed for public comment, but not so limited as to provide for no public comment, shall occur at every official meeting of the board. *SDCL 1-25-1. Refer to the Public Comments Guidelines policy that is an addendum to these bylaws for additional information.*

**4.4 Special Meetings.** A special meeting of the board shall be held only when:

1. The board may agree to hold a special meeting provided proper notice is given pursuant to the South Dakota Open Meetings Laws. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the board shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. *SDCL § 1.25-1.1.*
2. The County Finance Officer or the Chair of the Board of County Commissioners may call special sessions if the interests of the county demand it by giving notice of the special session to each County Commissioner and the public in accordance with SDCL § 1-25-1.1. *SDCL § 7-8-14.*

**4.5 Executive or Closed Meetings.** Executive sessions may be held for the sole purpose of one of the following:

1. Discussing the qualifications, competence, performance, character, or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor.
2. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters.

3. Preparing for contract negotiations or negotiating with employees or employee representatives.
4. Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business.
5. Discussing information pertaining to the protection of public or private property specific to:
  - a. Any vulnerable assessment or response plan to prevent or mitigate criminal acts.
  - b. Emergency management and response.
  - c. Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed.
  - d. Cyber security plans, computer, communications network schema, passwords, or user identification names.
  - e. Guard schedules.
  - f. Lock combinations.
  - g. Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility.
  - h. Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

Any official action concerning the matters pursuant to this section shall be made at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the Commission present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Nothing in SDCL § 1-25-1 or § 1-25-2 prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. *SDCL § 1-25-2.*

**4.6 Agenda Preparation.** The meeting agenda will be prepared by the Commission Department Director and/or Commission Department staff with final approval by the Chair.

**4.7 Order of Business for Regular Meetings.** The order of business is typically conducted as follows:

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda
5. Routine Business
6. Scheduled Agenda Items
7. Regular Business
8. Commission Department Director's Report
9. State's Attorney's Report

10. Commissioner Reports and Discussion
11. Executive Session
12. Adjournment

The preferred practice of the Board of Commissioners is to proceed through the agenda in the order it was published. The board may, depending upon timing, address any items, including Executive Session, out of published order.

If the typical structure of the meeting agenda presents a timing challenge to meet advertised start times, the Commission Department staff may move the order of the agenda items to accommodate other items to fulfill the timing challenges.

**4.8 Consent Agenda.** The board may use a Consent Agenda under the following conditions.

1. The following items have been determined to be eligible as Consent Agenda items:
  - a. Approval of Minutes
  - b. Approval of Travel Requests
  - c. Approval of Personnel Action Notices
  - d. Approval of Cellular Authorizations
  - e. Approval of the Human Services Report
2. The Consent Agenda is read into the record for full public notice by the Chair.
3. The Chair shall inquire as to whether any Commissioner or citizen desires to remove an item from the Consent Agenda. Any Consent Agenda item(s) that are requested to be removed shall be discussed prior to any regular business agenda items and voted on separately.
4. There shall be no discussion of any individual item on the Consent Agenda. If a request for discussion or a question is raised concerning a Consent Agenda item before the vote, that item shall be removed from the Consent Agenda, discussed and voted on separately.

**4.9 Preparation and Publication of Minutes.** The unapproved draft minutes of any public meeting held pursuant to SDCL § 1-25-1 that are required to be kept by law shall be available by any person within ten (10) business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five (5) business days after the meeting. Archived minutes shall be available in the Finance Office for public inspection. *SDCL § 1-27-1.17.*

The minutes shall be published in at least three (3) legal newspapers as designated by the Board of Commissioners each year. The board shall publish a full and complete report of all its official proceedings at all regular and special meetings and shall publish proceedings as soon after any meeting as practicable. *SDCL § 7-18-3.*

Such report shall be made out and transmitted within one (1) week from the time such meeting is held. *SDCL § 7-18-5.*

Robert's Rules of Order states that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval. (*Robert's Rules, 12<sup>th</sup> ed., pg. 337, 41:11*)

## ARTICLE V – MEETING PROCEDURES

**5.1 Parliamentary Procedure.** Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition, including any updates or amendments thereto, shall govern the board on all of their deliberations except as modified by majority vote of the board.

- A. The board shall not adopt the portion of Robert's Rules of Order that precludes discussion of issues by the Chair or precludes the Chair from voting except where there is a tie vote.

**5.2 Voting.** The voting procedure shall be as follows:

- A. Tie vote of Commissioners. When the Board of County Commissioners is equally divided on any question, it shall defer a decision until the next meeting of the board, and the matter shall then be decided by a majority of the board. *SDCL § 7-8-18.*
- B. The Chair shall be permitted to vote on all questions.
- C. Except as otherwise provided by statute or rule, all questions shall be determined by the majority vote of the Commissioners. Further, three must vote in agreement in order to take any official action. (*Atty. Gen. Opinion No. 94-15*)
- D. All votes shall be made in open session and duly recorded by the Finance Officer.
- E. If a member intends to abstain, their intention shall be stated immediately after the Chair announces the agenda item. A member who chooses to abstain shall not participate in the discussion or vote on the agenda item. Although it is the duty of every member who has an opinion on a question to express it by their vote, the member can abstain, since they cannot be compelled to vote. (*Robert's Rules of Order, 12<sup>th</sup> ed. pg. 385, 45.3*)
- F. Roll call votes are always taken for resolutions, ordinances, or any action involving expenditures. The roll call starts with a different member each time, with the Chair being the last to vote on each issue.
- G. Any member of the board may call for a roll call vote for any motion.
- H. In instances of voice votes where there is disagreement on the final tally, the Chair shall ask for a roll call vote.

**5.3 Conflict of Interest.** No county official may participate in discussing or vote on any issue in which the official has a conflict of interest. Each official shall decide if any potential conflict of interest requires such official to be disqualified from participating in discussion or voting. However, no such official may participate in discussing or vote on an issue if the following circumstances apply:

1. The official has a direct pecuniary interest in the matter before the governing body; or
2. At least two-thirds of the governing body votes that an official has an identifiable conflict of interest that should prohibit such official from voting on a specific matter.

If an official with a direct pecuniary interest participates in discussion or votes on a matter before the governing body, the legal sole remedy is to invalidate that official's vote. *SDCL § 6-1-17*

Pursuant to SDCL § 6-1-17, a board member is prohibited from discussing or voting on an issue in which such member has a conflict of interest. If a board member has a **potential pecuniary or personal** conflict of interest, such member shall disclose that potential conflict to the board prior to consideration of the agenda item. Each board member must decide whether a potential conflict of interest disqualifies such member from participating in the board discussion or voting. If a board member believes they have a conflict, such member shall recuse themselves. Upon disclosure, if a board member believes the potential conflict does not require recusal, the board should then consider whether a conflict of interest exists. A vote of at least two-thirds of the board is required in the finding of a conflict of interest.

As stated in SDCL § 6-1-17, a board member **must** recuse themselves where there is a direct pecuniary interest. A direct pecuniary interest is one that benefits property owned by the board member or affords the member a direct financial gain. An indirect pecuniary interest that may create a conflict of interest is one that financially benefits someone closely tied to the board member, such as an employer or family member. A personal interest is a matter of great importance to a member or blood relative/close friend or a matter in which a member's individual judgment may be affected because of membership in an organization.

Where a conflict of interest exists, a board member shall not participate in the board discussion, any executive session, or any vote on the agenda item. If a board member has a conflict of interest and chooses to participate in the discussion, the member should leave the dais and speak on the item from the audience as a member of the public. *Refer to the Conflict of Interest policy that is an addendum to these bylaws for additional information.*

- 5.4 **Information Disclosure.** An elected or appointed County Officer may receive and consider relevant information from any source to perform the duties of the office. An elected or appointed County Officer may rely on their own experience and background on any official matters, subject to the applicable law and rule concerning recusal and disqualification of a public officer. *SDCL § 6-1-18*

Any public hearing or meeting conducted by an elected or appointed County Officer regarding a quasi-judicial matter as defined in SDCL subdivision §1-32-1(10) may be conducted informally to secure the information required to make a decision. The formal rules of procedure and evidence do not apply to the conduct of the public hearing or meeting. **If an Officer relies upon any evidence not produced at a public hearing or meeting, the officer shall disclose the evidence publicly and include the information in the public record to afford all parties an opportunity to respond or participate.** Failure to make this disclosure may be grounds for the County Officer's disqualification for that particular decision, pursuant to the grounds for disqualification pursuant to SDCL § 6-1-21. SDCL § 6-1-20 (*Emphasis added*).

The member(s) must submit any such information directly to the Commission Office for dissemination to the other board members, the public and county staff at least 24 hours prior to the public meeting at which the information is to be considered. Failure to provide disclosure and submit information at least 24 hours prior to the public meeting may result in the agenda item being deferred to a future meeting date.

- 5.5 **Citizen Participation.** The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion, but not so limited as to provide for no public comment. *SDCL § 1-25-1.* A time will be reserved at each official meeting for members of the public

to discuss or express concerns to the board on policies and issues affecting county government and its function. Action will not be taken during public comment on any issues brought forth that are not a properly noticed agenda item. *Refer to the Public Comments Guidelines policy that is an addendum to these bylaws for additional information.*

Any written comments or documents a citizen wishes the board to consider regarding a properly noticed agenda item shall be directly submitted to the Commission Office at least 24 hours in advance or sooner to allow for the members to give meaningful consideration to the information. Any written comments or documents submitted after this deadline will be considered only at the discretion of the members.

Any citizen may comment upon agenda items prior to the board's vote. Citizens wanting to speak should approach the podium when the agenda item is introduced. After being recognized by the Chair, they must identify themselves by name for the record before proceeding to address the board. All comments must be directed toward the motion on the floor.

If the board anticipates a large number of citizens wishing to speak or it has a lengthy agenda to address, the board or the Chair may choose to limit the time for each speaker. Provisions may be made so that extra time may be given, should the board consider it necessary. The board encourages lengthy comments to be submitted in writing no less than 24 hours prior to the start of the meeting for meaningful consideration.

**5.6 General Meeting Conduct.** No member or other person shall speak until duly recognized by the Chair. If a member or other person speaks without being recognized by the Chair, they shall immediately cease speaking if ruled out of order. During public meetings, members shall not send or receive and review electronic messages pertaining to the meeting unless disclosed as part of the meeting for public review.

**5.7 Preservation of Order by County Board – Enforcement of Obedience to Orders.** The Board of County Commissioners may preserve order when sitting as a board. The board may enforce obedience to all its orders by attachment or other compulsory process. *SDCL § 7-8-19.*

This statute gives the Board of County Commissioners the legal authority to:

- Keep meetings orderly
- Require people to follow their lawful directives
- Use legally recognized enforcement methods if someone refuses to comply

Disruptive behavior or personal attacks of any kind will not be tolerated by citizens or board members alike. Citizens or board members acting accordingly may be removed from the meeting.

## ARTICLE VI – COMMITTEES/EVENTS

**6.1 Committee/Liaison Assignments.** If a commissioner has an interest in a particular area, they should inform the Commission Department Director prior to the first meeting of the year. Newly elected commissioners will be given the assignment list and can indicate areas of interest when they have

orientation/training with the Commission Department Director. All appointments shall be made by the Chair and shall be presented at the first regularly scheduled meeting in January of each year. A commissioner who is appointed as liaison to a board, commission or committee, or other advisory group is expected to attend the meetings and act as a channel of information back to the Board of Commissioners.

- 6.2 **Meetings/Events.** Meetings or events that could involve a quorum of commissioners are publicly noticed via the public notices on agendas or on the Brookings County website's public notice calendar at [www.brookingscountysd.gov](http://www.brookingscountysd.gov). All commissioners may attend any properly noticed meetings hosted by another entity.
- 6.3 **Special (Ad Hoc) Committees.** The board may establish from time to time such special committees as are deemed necessary, which shall only be advisory in nature. The purpose shall be determined at the time the special committee is established. A special committee may report recommendations to the board for appropriate action and shall be automatically dissolved when its specific task is completed.
- 6.4 **Special (Ad Hoc) Committee Recommendations.** Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to SDCL § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body. *SDCL § 1-27-1.18.*

## ARTICLE VII – OTHER GENERAL PROCEDURES & POLICIES

- 7.1 **Travel/Mileage Allowance.** County Commissioners shall be paid traveling expenses for each mile traveled in the discharge of their official duties. For the purpose of this section, traveling expenses incurred by County Commissioners to attend meetings in the State of South Dakota, called for the purposes of instructing or exchange of information pertaining to county officers and government, are miles traveled in the discharge of their official duties. SDCL §7-7-4
- A. A Commissioner may elect not to be reimbursed for travel expenses.
  - B. Travel reimbursement requests need to be made to the Commission Department Director and must be paid in the fiscal year the travel occurred.
  - C. Commission travel is subject to the same travel policies and regulations that are utilized by all county employees and is subject to majority board approval.
  - D. Commissioners serving in their last ninety (90) days in office shall not be reimbursed for travel for education or conference expenses.

- E. Any travel outside of the course of normal discharge of official duties shall be presented to the Commission for approval prior to completion.

## 7.2 Stipends.

- A. Each newly elected or newly reelected Commissioner shall receive a \$500 stipend to be used to purchase a computer, iPad, other approved device to receive meeting packets and information.
- B. Each commissioner shall receive a monthly cell phone stipend of \$75 to offset the costs of using their cell phone for county business.

## 7.3 Commission Schedule.

- A. Generally, commission meetings are held twice a month on the first and third Tuesdays. In even-numbered years, the first meetings in June and November are held on the Thursday following the June Primary and November General Elections so the canvas of those elections can take place as part of the commission meeting.
- B. Other routine events/meetings commissioners should plan to attend:
  - i. January – Brookings Day at the Capitol
  - ii. February – Towns & Townships Meeting
  - iii. April – Equalization Boards
  - iv. April – SDACC Spring Workshop (odd-numbered years)
  - v. April – Sioux Valley Commissioner’s Association Meeting
  - vi. June – Budget Hearings
  - vii. July – 4-H Achievement Days
  - viii. August – Sioux Valley Commissioner’s Association Meeting
  - ix. August – Conservation District Tour
  - x. September – SDACC Fall Convention
  - xi. October – Highway Road & Bridge Tour
  - xii. November – Sioux Valley Commissioner’s Association Meeting

## 7.4 Adopted Policies. The board has adopted the following policies, which are addendums to these bylaws.

- A. Public Comments Guidelines SDCL §1-25-2 – adopted November 19, 2019
- B. Policy for Appointments to Boards, Commissions and Committees – June 16, 2020
- C. Conflict of Interest Policy – adopted August 1, 2020
- D. Pay/Title Change Request Policy – adopted February 6, 2024, amended April 1, 2025
- E. Pay-Ahead Claims Policy – adopted May 7, 2024
- F. IT Service & Software Policy – adopted October 1, 2024
- G. Media Relations Policy – adopted January 6, 2026
- H. Exempt Employee Compensation Policy in 27-Pay-Period years, adopted January 6, 2026

# ARTICLE VIII – OTHER GENERAL PROCEDURES

- 8.1 **Review of Bylaws.** The board shall review the bylaws in January of each year at a regularly scheduled Commission meeting.
- 8.2 **Procedure to Modify Bylaws.** These bylaws and rules may be amended, added to or repealed by an affirmative vote of a majority of the members of the board at any regular or special meeting, provided notice of the intention to amend, add to, or repeal has been included on the agenda.

The Bylaws, Rules of Procedure, and Policies are adopted by the Brookings County Board of Commissioners this \_\_\_\_ day \_\_\_\_\_, 2026.

\_\_\_\_\_  
Shawn Hostler, Chairperson,  
Brookings County Commission

ATTEST:

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

## PUBLIC COMMENTS GUIDELINES

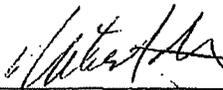
Effective November 19, 2019

Purpose: The Brookings County Commission, as well as a number of boards and committees under the County's purview, are considered public bodies that are subject to open meetings laws. SDCL 1-25-1 states that **"the public body shall reserve at every regularly scheduled official meeting a period for public comment, limited at the public body's discretion, but not so limited as to provide for no public comment."** These guidelines have been adopted to provide for clarity and consistency in the application of this statutory requirement for public comment amongst all of the county boards and committees that are subject to open meetings laws.

### Guidelines:

1. Anyone wishing to make a public comment must sign in prior to the start of the meeting if they want to speak during the "Invitation for a citizen to schedule time on the Commission Agenda for an item not listed" portion of the agenda.
2. Each individual will be limited to five (5) minutes to make their comments. Individuals who require interpreters or other special accommodations may be given additional time to speak, at the discretion of the Chair. Individuals may not relinquish their allotted time to anyone else.
3. Comments must be presented using a civil and professional demeanor. Threatening, profane, vulgar, or abusive language will not be tolerated.
4. No action may be taken by the public body on any item not on the current agenda during the same meeting in which the comments are made. Comments that are related to a topic that the public body feels may require formal action or further discussion may be placed on a future agenda by that public body at their discretion to allow for proper notice pursuant to the open meetings laws.
5. Comments related to topics that are on the current agenda must be made during the time for discussion allowed for that agenda item.
6. The period for public comment is intended for the public body to receive comments. Members of the public body are not required to respond to a comment, answer any questions, or engage in any dialogue with the individual making the comments.

Approved this 19<sup>th</sup> day of November, 2019.



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Mike Bartley, Commission Chairperson  
Brookings County Commission

Policy for Appointments to  
Boards, Commissions and Committees

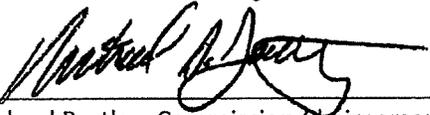
The Brookings County Commission appoints citizens to the following boards, commissions, and committees:

Planning & Zoning Commission  
Extension Board  
Weed & Pest Board  
Brookings Health System Board of Trustees  
4-H Promotion & Expansion Committee  
Brookings County Outdoor Adventure Center Advisory Board  
Joint Jurisdiction Committee  
First District Planning Board  
Housing & Redevelopment Commission  
Human Rights Commission

It is the policy of the Commission to advertise all positions that are at the end of a term or become vacant due to a resignation. The initial advertisement is posted for a minimum two (2) weeks. If there are no applications received, the position(s) will be re-advertised for an additional 10-14 days. If no applications are received after the second advertisement, the Commission can make an appointment whenever an application is received.

Most terms end on December 31<sup>st</sup> with the exception of the Extension Board, which ends January 9<sup>th</sup>. Advertising for end-of-term appointments starts in October each year with the Commission making the appointments in November to allow for time to get new appointees on-boarded. Mid-term vacancies will be advertised in the same manner noted above, but at the time the vacancy occurs.

Approved this 16<sup>th</sup> day JUNE, 2020

  
\_\_\_\_\_  
Michael Bartley, Commission Chairperson  
Brookings County Commission

## CONFLICT OF INTEREST POLICY BROOKINGS COUNTY, SOUTH DAKOTA

This Conflict of Interest Policy governs the activities of the Brookings County Board of County Commissioners, appointed board and committee members, appointed department heads, elected officials and staff of Brookings County. It is the duty of all members of the Board of County Commissioners, appointed board and committee members, appointed department heads, elected officials and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations, conflicts or potential conflicts to (1) the employee's supervisor in the case of staff members, (2) the chairperson of the appointed board/committee if on a board or committee, (3) the chairperson of the Board of County Commissioners if someone is an appointed or elected official or their Commission liaison or (4) other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist Brookings County to manage conflicts of interest and situations that may result in the appearance of a conflict.

### Definitions

- *Apparent Conflict of Interest:* One in which a reasonable person would think that the decision-maker's judgment is likely to be compromised.
  - *Closely Associated With:* In a close relationship or position in time or space.
  - *Conflict of Interest:* A situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity.
  - *Employee:* A person who works for another in return for financial or other compensation.
  - *Family Member:* Two or more people related by marriage, blood relation or adoption.
  - *Financial Interest:* Any financial interest in or relationship or prospective relationship with an entity, including, but not limited to, ownership of stocks, bonds, partnerships or other equity interests, rights to patent or lease payments, receipt of consulting fees, salary, loans, gifts, compensation for serving on boards of directors, or other forms of remuneration.
  - *Personal Interest:* To one person's interest or advantage. The pursuit of one's interest. Self-interest.
  - *Position of Authority:* One with a position of power, influence and authority over another.
  - *Potential Conflict of Interest:* A situation that may develop into a conflict of interest.
1. **What is a conflict of interest?** A conflict of interest arises when a board or committee member, appointed department head, elected official, or staff member has a personal interest that conflicts with the interests of Brookings County or arise in situations where a board or committee member, appointed department head, elected official, or staff member has divided loyalties (also known as a "duality of interest"). The former can result in situations that result in inappropriate financial gain to employees and persons in authority at Brookings County. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack

of integrity in Brookings County's decision-making process. Both results are damaging to Brookings County and are to be avoided.

- *Example #1:* An employee or person in a position of authority may benefit financially from a transaction between Brookings County and an applicant for permits or other special consideration by Brookings County or others closely associated with the board/committee/department head/elected official/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/committee/department head/elected official/staff member is closely associated, could benefit from similar transactions.
- *Example #2:* A conflict of interest could be a direct or indirect *financial interest* such as those described above, or a *personal interest* such as the situation where a board member of Brookings County is also a board member of another nonprofit or for-profit entity in the community with which Brookings County collaborates or conducts business.

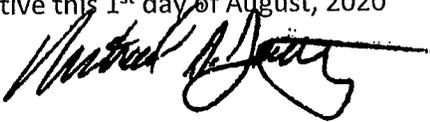
2. **Who might be affected by this policy?** Brookings County takes a broad view of conflicts and board/committee/department head/elected official/staff members are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.
3. **Disclosure of conflicts.** Board and committee members, appointed department heads, elected officials and staff shall disclose conflicts as they arise as well disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their supervisor and board/committee members should disclose to their chairperson as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists. Board of County Commission members should report conflicts or potential conflicts to the chairperson of the Commission.
4. **Procedures to manage conflicts.** For each interest disclosed, the full board/committee should determine whether the board/committee should: (1) take no action or (2) disclose the situation more broadly and invite discussion/resolution by the full board/committee to what action to take, or (3) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interest of Brookings County.
  - When the conflict involves a decision-maker, the person with the conflict ("interested party"): (1) must fully disclose the conflict to all other decision-makers; (2) may not be involved in the decision of what action to take (e.g. – may not participate in a vote).
  - In some cases the person with the conflict may be asked to recuse themselves from sensitive discussion so as not to unduly influence the discussion of the conflict.
  - In all cases, decisions will be made only by persons without an identifiable conflict of interest.
  - The fact that a conflict was managed and the outcome will be documented in the minutes of board/committee meetings if the conflict was related to a board/committee member, and reported by the board/chairperson of the board/committee or direct supervisor if the conflict was related to an appointed department head/elected official/staff member.
  - All members of an appointed or elected board/committee, as well as department heads should monitor proposed or ongoing transactions of the designated organization or employees and staff (e.g. – contract with vendors and collaborations with third parties) for conflicts of interest

and disclose them to the board/committee chairperson, commission chair, as appropriate, whether discovered before or after the transaction has occurred.

**5. Outside compensation, gifts, gratuities.** All members of the Board of County Commissioners, appointed board and committee members, appointed department heads, elected officials and staff are prohibited from receiving any outside compensation, gift, or gratuity, for the performance of County duties except as follows:

- Awards for meritorious public contributions publicly awarded.
- Receipt of honoraria or expenses paid for papers, talks, demonstrations, or appearances made by employees with the approval of the employee's department head or the Board of County Commission.
- Receipt of social amenities, ceremonial gifts, or advertising gifts, worth less than \$100 in value.
- Any entertainment, food or beverage with a value less than \$100 meant for immediate consumption.
- Any contribution to an election campaign.

Effective this 1<sup>st</sup> day of August, 2020



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Michael Bartley, Chairperson  
Brookings County Commission

TO: ALL EMPLOYEES, COMMISSIONERS, BOARD/COMMITTEE MEMBERS, AND ELECTED AND APPOINTED DEPARTMENT HEADS

All staff, appointed board/committee members, appointed department heads, elected officials and members of the Board of County Commissioners are expected to review and implement this policy in all matters involving your work with Brookings County.

Please indicate your receipt of this document by signature below. Your signature will be your acknowledgement of receipt and agreement to comply by the dictates of this common sense approach to conflict management.

.....  
Return this portion to your department head.

The undersigned hereby acknowledges receipt of the Conflict of Interest Policy this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## PAY/TITLE CHANGE REQUEST POLICY

Effective February 6, 2024

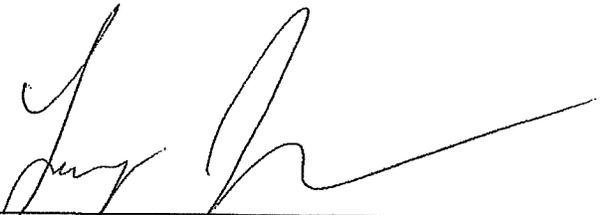
Amended April 1, 2025

Purpose: The Brookings County Commission sets an annual budget each year. As part of that process, budget hearings are held in June. At that time, the Commission will hear from Department Heads about pay and/or title change requests for current employees. \*\*This is the only time during the year these types of requests will be considered (see #4 below).

### Guidelines:

1. Department Head requests for pay and/or title changes for any current employees, including themselves, must be made as part of the annual budget process.
2. When budgets are submitted, Department Heads must provide information on any changes they are seeking, to include a proposed title change (if applicable), wage grade and/or step increase change, budget impact, reason why change(s) are being requested, and any change to a job description.
3. The Commission will review these requests during budget hearings. If an Executive Session is needed to discuss the performance of a specific employee, that will be scheduled for a future commission meeting.
4. \*\*No requests will be heard outside of this timeline and process unless an extraordinary situation develops. If a Department Head believes they have an extraordinary situation, they need to discuss it with their commissioner liaison who will bring it to the full Commission to determine if they will make a consideration outside of this policy.

Approved and amended this 1<sup>st</sup> day of April 2025.



Larry Jensen, Commission Chairperson  
Brookings County Commission

## Pay-Ahead Claims Policy

May 7, 2024

The Brookings County Commission authorizes the Brookings County Finance Officer to process accounts payable claims before being presented and approved by the Commission when deemed necessary to avoid penalties and interest from accruing or at the discretion of the Finance Officer.

These claims will be presented as a separate claims list at the next regular Commission meeting following the claim(s) being processed and paid.

Approved this 7<sup>th</sup> day of May 2024.



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Larry Jensen, Commission Chairperson  
Brookings County Commission

# IT Service & Software Policy

## 1. Purpose

The purpose of this policy is to establish guidelines for the operation, management, and monitoring of third-party hardware, software, and services on Brookings County's network and hardware. This policy aims to minimize the risk of new services and ensure that any services added are monitored, justified, and secure.

## 2. Scope

This policy applies to all employees, departments, contractors, vendors, and any other third parties who have access to the organization's network and systems. It covers all requests for the addition of any software, hardware, or services including those for applications, services, and remote access.

## 3. Policy Statements

### 3.1 Authorization and Justification

- All requests for new services must be submitted in writing and include a detailed justification for the access.
- Requests must be approved by IT and the relevant Department Head before any implementation can occur.
- The justification must include the purpose, any hardware or software requirements, anticipated implementation timeline, vendor contact information, and network connection requirements to implement the service (if applicable).

### 3.2 Security Assessment

- Before approving the implementation of a new service, IT will conduct a risk assessment to evaluate potential security vulnerabilities.
- External access to the network will only be allowed if there are no viable alternatives, such as using a VPN or secure tunneling methods. If external access is required, the Requesting Party must provide justification for this access, alternative methods investigated, length of required access, and IPs or IP ranges to provide access to.

- Before additional hardware can be deployed, IT must be informed of its proposed location, purpose, and installed software. Failure to disclose remote access tools on new services may result in disruption of service.
- Any evidence of a service impacting the stability, speed, or availability of the network may be disabled with or without notice.
- Outbound data must not contain any more data than what is needed to maintain the service. Services found to be collecting data from the network not related to the operation of the software/service may be disabled with or without notice. Activities including, but not limited to, collecting network infrastructure data, server data (including network shares and services), network sniffing, penetration testing, spoofing of services, or allowing unapproved persons access to the network is prohibited unless explicitly authorized by IT and the Brookings County Commission Department.
- Notices of exploits in the software or services providing the content may result in the service being blocked without notice until remediation is made, or the vulnerability is determined to be not applicable.
- Installed hardware or software must not be directly or indirectly sourced from a "Prohibited Entity," as defined in South Dakota Codified Law 5-18A-1 (19A).

### 3.3 Service Management

- IT will maintain a log of all external services in use on the County network(s), including details such as the date installed, justification, approved duration, requesting entity, and allowed external IP addresses (if applicable).
- Services must be reviewed at least annually to ensure they are still required. Services no longer in use or needed will be disabled.
- Failure to confirm that a service is still in use or needed may result in any adjustments made for its use being discontinued. If a service is discontinued in this way a new security assessment will need to be made.

### 3.4 Monitoring and Auditing

- Computers accessing this service will be monitored for unusual activity through enhanced logging. Logs indicating unusual activity will be submitted to the vendor to verify legitimate activity. If activity is illegitimate or if the vendor declines to respond within a reasonable amount of time, the service may be disabled.
- Contact information for the hardware or service provider will be provided to IT and kept on file.
- If a centralized logging platform is not in use, logs must be accessible by IT staff either directly or through a request with the service provider.

- If additional hardware or software is required to adequately monitor these services, service implementation may be delayed until such technology is acquired. This acquisition may be at the expense of IT or shared with the requesting party, depending on applicability to other portions of the IT infrastructure.

- Devices or services found to be evading monitoring may be blocked with or without notice.

### 3.5 Compliance

- Failure to comply with this policy may result in the services being disabled or blocked with or without notice. If services are discontinued in this way a new security assessment may need to be made.

### 3.6 Security Incidents

- Any security breaches or incidents involving services or software provided by a third party must be reported immediately to IT. If such an incident occurs, the server may be disconnected from the network until an assessment can be made to determine if there is evidence of a compromise and, if so, remediate it. Remediating the issue does not mean that the service will be enabled again.

- Failure to report an incident will result in the immediate discontinuation of that service.

## 4. Determinations

### 4.1. Decision-Making Criteria

- Decisions will be made using a risk-based approach. IT will determine whether the benefits of allowing the service outweigh the potential risks, considering the effectiveness and potential cost of proposed mitigations.

- If the risks are deemed acceptable and necessary safeguards are in place, the request may be approved.

- If the risks are determined to be too high or cannot be adequately mitigated, the request may be denied, or alternative solutions should be investigated.

### 4.2. Appeals

- If a department disagrees with the determination of IT they may appeal that decision. IT will re-evaluate the solution and determine if anything was missed in the initial assessment of the service.

- If the request continues to be denied the department may request mediation to determine what, if anything, can be done to allow for implementation of the service.

- If a request is denied the department must wait 6 months before making another request for the same service.

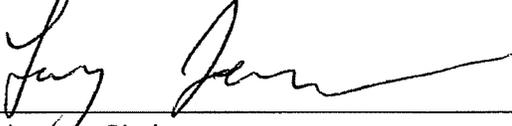
#### 5. Roles and Responsibilities

- IT: Responsible for evaluating and approving service additions to the County network infrastructure, conducting risk assessments, maintaining logs, monitoring services, and the technical implementation of feature additions to the county computer infrastructure.
- Requesting Party: Must provide a clear justification for the request and ensure compliance with security requirements. If alternative methods of content delivery were evaluated the requesting party must also provide those options and reasoning for rejection.
- Vendor: Must provide a list necessary protocols/ports involved in implementation of the system, target IP addresses, and if firewall changes need to be made. The vendor must maintain an event log history of at least 30 days indicating connection attempts, connection outcomes, and transaction logs. The vendor must also follow any State or Federal laws or regulations regarding the implementation, access, and security of the system.

#### 6. Review and Revision

This policy will be reviewed annually or as required in response to changes in technology, regulatory requirements, or security risks.

Approved this 1<sup>st</sup> day of October, 2024.



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Larry Jensen, Chairperson  
Brookings County Commission

## **Brookings County Media Relations Policy**

### **Purpose**

The purpose of this policy is to ensure accurate, consistent, and legally appropriate communication between Brookings County government personnel and the media, while respecting the authority of elected and appointed officials and safeguarding the County's legal interests.

### **General Policy**

Brookings County recognizes the importance of open communication with the public and the media. Designated County officials are authorized to speak to the media regarding matters within their respective areas of responsibility, subject to the limitations outlined in this policy.

### **Authorized Spokespersons**

#### **1. Elected Department Heads**

Brookings County's elected department heads are authorized to speak to the media regarding matters related to their respective departments, programs, operations, and services.

#### **2. Appointed Department Heads**

Appointed department heads are authorized to speak to the media regarding matters related to their respective departments, programs, operations, and services, consistent with Brookings County policies and procedures.

#### **3. Scope of Authority**

Authorized spokespersons may provide factual information, explain department functions, and respond to routine media inquiries within their areas of responsibility.

### **Matters Requiring Referral**

Notwithstanding the above, **media inquiries involving legal matters or legal concerns must be referred to the State's Attorney.** This includes, but is not limited to:

- Pending or threatened litigation
- Legal claims, lawsuits, or settlements
- Criminal investigations or prosecutions
- Matters involving legal liability or statutory interpretation

- Any Issue where legal advice or Interpretation Is required

Department heads and staff shall not provide legal opinions or commentary on such matters and shall direct media inquiries to the State's Attorney's Office.

#### **Coordination and Consistency**

When appropriate, department heads are encouraged to coordinate with Brookings County administration and the State's Attorney to ensure accurate, consistent, and timely communication, particularly on matters of countywide significance.

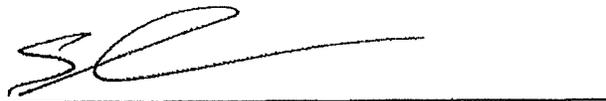
#### **Employees**

Brookings County employees who are not designated spokespersons shall refer all media inquiries to their department head or appropriate authorized official.

#### **Compliance**

Failure to comply with this policy may result in corrective action in accordance with applicable Brookings County policies and procedures.

Adopted this 10th day of January 2026.



Shawn Hostler

Chairperson, Brookings County Commission

## **Exempt Employee Compensation Policy in 27-Pay-Period Years**

### **Purpose**

To establish a consistent and equitable method for compensating exempt (salaried) employees in calendar years that contain 27 biweekly pay periods, ensuring employees receive their full annual salary while maintaining fiscal integrity and payroll accuracy.

### **Scope**

This policy applies to all exempt (salaried) county employees paid on a biweekly payroll schedule.

### **Background**

The County operates on a biweekly payroll system, which typically results in 26 pay periods per calendar year. However, due to the structure of the calendar, a 27th pay period may occur in certain years. Generally, this occurs every 11 years.

### **Policy Statement**

In any calendar year that includes 27 biweekly pay periods, the annual salaries of exempt employees shall be distributed evenly across 27 pay periods, rather than 26, so that employees receive their full approved annual salary, with no increase or decrease in total compensation.

### **Procedures**

#### **1. Salary Calculation**

- During a 27-pay-period year, each exempt employee's annual salary will be divided by 27 to determine the biweekly pay amount for that year.
- In standard years, salaries will continue to be divided by 26.

#### **2. Implementation Timing**

- Payroll adjustments will take effect at the beginning of the calendar year in which the 27th pay period occurs.
- The adjusted biweekly rate will remain in effect for the entire calendar year.

#### **3. No Change to Annual Salary**

- This adjustment does **not** change an employee's approved annual salary, pay grade, or exempt status.

- o The adjustment solely affects the distribution of pay across the number of pay periods in the year.

#### 4. Communication

- o Human Resources and the Payroll personnel in the Finance Office will provide advance notice to affected employees prior to the beginning of a 27-pay-period year.

#### Compliance

This policy complies with applicable federal and state wage and hour laws governing exempt employees. Because exempt employees are compensated on a salary basis, adjusting the pay distribution across pay periods does not affect exempt status.

#### Administration

The Human Resources Department, in coordination with Payroll, is responsible for administering and enforcing this policy.

#### Effective Date

This policy is effective upon adoption and shall apply to all future calendar years containing 27 biweekly pay periods. *However, due to timing, salaried employees were given the option to do either 26 or 27 pay periods in 2026 only.*

Adopted this 10<sup>th</sup> day of January 2026.

  
\_\_\_\_\_  
Shawn Hostler

Chairperson, Brookings County Commission



## CODE OF CONDUCT

FOR COUNTY COMMISSIONERS, ELECTED AND APPOINTED  
DEPARTMENT HEADS, MEMBERS OF ALL BOARDS,  
COMMISSIONS, COMMITTEES, TASK FORCES, OR OTHER  
APPOINTED ADVISORY GROUPS

BROOKINGS COUNTY, SOUTH DAKOTA

ADOPTED BY THE BROOKINGS COUNTY BOARD OF COUNTY COMMISSIONERS

DATE:

# **PREFACE**

## **Business Ethics and Conduct**

The successful business operation and reputation of Brookings County is built upon the principles of fair dealing and ethical conduct. The reputation of county governance for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of personal conduct, integrity, and public service.

The continued success of Brookings County is dependent upon the public's trust and those who serve the public on behalf of the County should be dedicated to preserving that trust. County Commissioners, elected and appointed department heads, members of all boards, commissions, committees, task forces, or other appointed advisory groups owe a duty to Brookings County and the public to act in a way that will merit the continued trust and confidence of the public.

Brookings County expects its elected officials, appointed department heads, members of boards, commissions, committees, task forces, and other appointed advisory groups to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, unethical, or disruptive behavior. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable behavior.

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It is the policy of the County of Brookings, South Dakota, to uphold, promote and demand the highest standard of ethical behavior from its County Commissioners, elected and appointed department heads and individuals serving on all boards, commissions, committees, task forces or other appointed advisory groups, hereinafter referred to collectively as "Members." It is presumed that all Members have chosen to serve in order to preserve and protect the present and the future of the County. Honesty, integrity, and fairness are hallmarks of public service.

This code has been created to ensure that all Members have clear guidelines for carrying out their responsibilities in their relationships with each other, with all other county employees, with the citizens of Brookings County, and with all other private and governmental entities.

## **Section 1: Obey the Laws**

Obeying the law, both in letter and in spirit, is the foundation on which this County's ethical standards are built. The Members shall support the Constitution of the United States and the State of South Dakota as well as all federal, state, and local laws, rules and regulations.

## **Section 2: Responsibility of Public Service**

Members are to be trustworthy, respectful, responsible, fair, caring, and promote citizenship at all times. Members are not entitled to special consideration or treatment based on their official position or responsibility.

In addition to the above:

- A. Members should actively pursue policy goals they believe to be in the best interest of all residents within the parameters of orderly decision-making and the laws and rules governing those decisions.
- B. Members should respect the legitimacy of the goals and interests of other Members and should respect the rights of others to pursue goals and policies different from their own.
- C. Members who sit on county boards, commissions, committees, task forces, advisory groups, etc. do not individually speak for the body itself unless approved by the Member body to do so.
- D. Members should dispose of the business of the County in a deliberate manner that assures citizens have meaningful knowledge of and input into their decisions.
- E. Members should conserve the resources of the County in their charge. They should employ county equipment, property, funds, and personnel only in legally permissible pursuits and in a manner that exemplifies excellent stewardship.
- F. No Member may use their public position or office to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated.
- G. No person may offer to give to a Member, directly or indirectly, and no Member may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the Member's vote, official actions, or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the Member.
- H. Members are cautioned to refrain from giving legal advice or other related direction to members of the public on matters under investigation by Brookings County departments/offices, on matters pending before the courts or government bodies, and on any matters where a conflict of interest would caution against any such communication.

### **Section 3: Members' Conduct with County Employees**

Governance of the County relies on the cooperative efforts of the Members and the county employees who implement and administer adopted policies and procedures within the County. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each other for the good of the County. The following are examples of how the Members should relate to the employees of Brookings County:

- A. Members should treat all employees as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each employee is expected. Poor behavior or disrespectful comments toward employees are not acceptable.
- B. Members should never publicly criticize employees. Public criticism of employees leads to poor morale, undermines effectiveness with the public, and is detrimental to their performance.
- C. Members should not attempt to influence by intimidation or other unethical means, the decisions or opinions of employees on issues that may come before the Planning Commission, Board of Commissioners, or other Member bodies.
- D. Individual Members may not intentionally coerce or intimidate employees or interfere with employees' duties or authority.
- E. Members, with the exception of elected and appointed department heads interacting with their own employees, shall not instruct, nor direct, employees to perform duties related to the employee's job.
- F. Requests for information and clarification on items of County business are allowed and encouraged. Communication is most effective when the Member contacts the department head or elected official in charge. Members in general should always respect and interact appropriately when requesting information pertinent to County business.

### **Section 4: Conduct in Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Members toward an individual participating in a public meeting. Every effort should be made to be fair and impartial in listening to public comments. Members should listen to comments from the public and ask for clarification if they do not understand the comment. Members should not disparage or insult other Members, county employees, or other members of the public.

The Chairperson presiding over any meeting, whether the meeting is subject to open meetings laws or not, shall not allow an individual or other Member to interfere with the orderly progression of meetings. Personal attacks against any Member, county employee, or any other person are not allowed regardless of whether the meeting is in session or in recess. If the audience dialogue or Member discussion becomes disruptive or abusive, the Chairperson has the option to ask the offending individual(s) to leave or have the individual(s) removed from the meeting by law enforcement.

## **Section 5: Open Government**

The citizens of Brookings County expect and deserve open government. South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and is intended to encourage public participation in government.

Members who are subject to the open meetings laws of South Dakota shall conduct themselves in a manner that fully adheres to the intention of state laws concerning open meetings and transparency of actions. These Members are encouraged to employ a "mindset of openness" in conducting the affairs of the County in an open meeting and should resort to conducting business in executive session only when allowed by law.

## **Section 6: Conflict of Interest**

In the execution of official County business, a Member shall not put themselves in a position where their personal interest conflicts with their duties and responsibilities. Members shall disclose any personal relationships to the governing body in the instance where there could be an appearance of a conflict of interest. The Member shall not use official information acquired in the course of their duties for personal gain. Refer to the Conflict of Interest policy, an addendum to the bylaws, for further guidance.

## **Section 7: Violation of Code of Conduct**

Violations of this Code of Conduct may result in disciplinary action being taken by the Board of County Commissioners. Disciplinary action may involve public or private reprimand at the discretion of the appropriate governing body and may include removal from serving on an appointed body or removal from office as provided by law.

### **Date of Adoption:**

**APPROVE THE BY BROOKINGS COUNTY BOARD OF COMMISSIONERS**

---

Shawn Hostler, Chairperson  
Brookings County Commission

ATTEST:

---

Lori Schultz, Finance Officer  
Brookings County

# 2026 SOUTH DAKOTA PIPELINE ASSOCIATION EMERGENCY RESPONSE EXERCISE

## TACTICAL PIPELINE RESPONSE TRAINING NEW DISCUSSION BASED SCENARIO EXERCISES

- Receive updated information and build relationships with your local pipeline operators

### Local Government Officials

- Do we have a pipeline emergency?
- Where is the leak or response?
- Whom do we notify?
- Is there an immediate threat to life or property?
- Should emergency responders shut down the pipeline?
- Do we need to start an evacuation or other protective action?
- Will other resources (local, state, federal, private industry) be required?



### CAN'T MAKE IT?

Visit Training Center. A self-paced online training available 24/7 for the entire team! Go to [trainingcenter.pdigm.com](http://trainingcenter.pdigm.com) use code: CORE

### IN-PERSON LIAISON

#### Lunch Meetings

11:30 am - 12:00 pm Registration / Lunch  
12:00 pm - 1:30 pm CoRE Program  
12:00 pm - 2:00 pm HSEEP Program

#### Dinner Meetings

5:30 pm - 6:00 pm Registration / Dinner  
6:00 pm - 7:30 pm CoRE Program  
6:00 pm - 8:00 pm HSEEP Program

For questions or additional information  
Email: [paradigm@spatialobjects.com](mailto:paradigm@spatialobjects.com)  
Website: [sdpa.pipelineawareness.org](http://sdpa.pipelineawareness.org)

### PROGRAM

- Know the Operators.....Know their Products
- In-Person Operator Information
- Virtual Incident Scenario
- On-Scene Chemistry/Hazmat Basics
- Valuable Networking and Interaction
- Safe Digging Practices (811)

## 2026 SDPA SPONSORS

Basin Electric Power Cooperative  
Black Hills Energy  
Bridger Pipeline LLC  
City of Garretson Gas Utility  
City of Sioux Falls  
Crooks Municipal Gas  
Dakota Access Pipeline  
Glacial Lakes Energy, LLC  
Humboldt Gas Utility  
MidAmerican Energy Company

Montana-Dakota Utilities Co.  
Northern Natural Gas  
NorthWestern Energy  
South Dakota Intrastate Pipeline Co  
Sunoco LP - NuStar Pipeline Operating Partnership LP  
Watertown Municipal Utilities  
WBI Energy Transmission  
Wyoming Pipeline Company  
Xcel Energy





# TACTICAL PIPELINE RESPONSE TRAINING

PRESRT STD  
U.S. Postage  
**PAID**  
Paradigm

Mailing Distribution Facility  
P.O. Box 9123  
Wichita, KS 67277

Scan code to access  
the Paradigm Portal  
for registration,  
updates, certificates,  
and materials.



\*\*\*\*\*ALL FOR AADC 570  
BROOKINGS COUNTY  
LARRY JENSEN  
OR CURRENT COMMISSIONER  
520 3RD ST STE 210  
BROOKINGS, SD 57006-2066

JKZG-M9VZ  
0031

**SCAN**  
to register

rsvp.pdigm.com

**Complimentary program includes a meal provided for each attendee**

SDPA-PO



## IN-PERSON - LOCAL PIPELINE RESPONSE TRAINING

Plan, train and engage with your local operators

#	City	Date	Time	Time Zone
1	Rapid City	03/17/26	11:30 AM	MST
2	Spearfish*	03/18/26	5:30 PM	MST
3	Buffalo	03/19/26	5:30 PM	MST
4	Pierre	03/24/26	11:30 AM	CST
5	Gettysburg	03/25/26	5:30 PM	CST

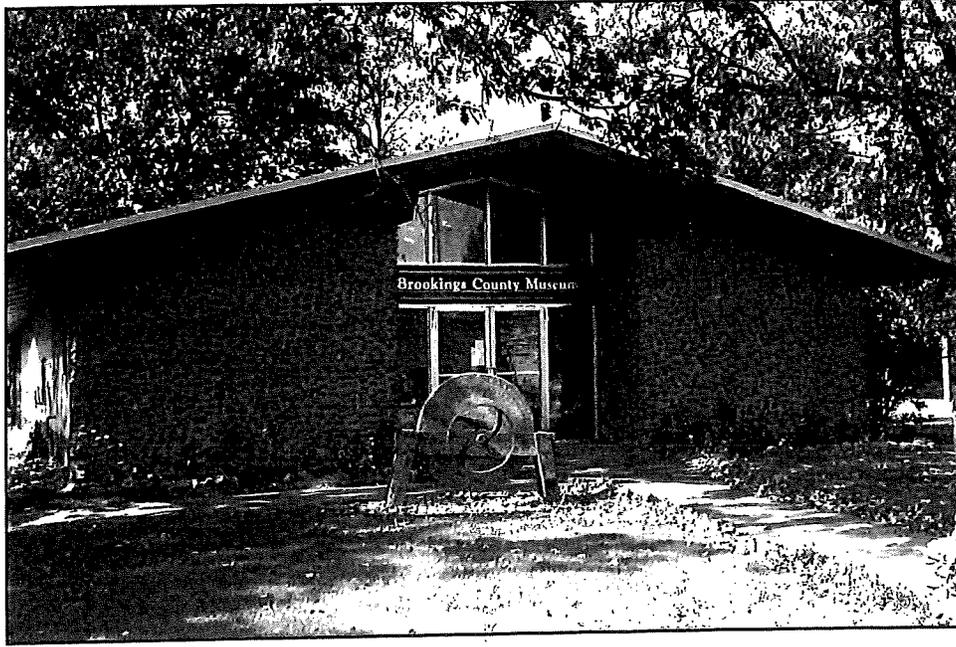
#	City	Date	Time	Time Zone
6	Aberdeen	03/26/26	11:30 AM	CST
7	Huron	03/30/26	5:30 PM	CST
8	Mitchell*	03/31/26	11:30 AM	CST
9	Yankton	04/01/26	5:30 PM	CST
10	Sioux Falls	04/06/26	11:30 AM	CST
11	Madison*	04/07/26	5:30 PM	CST
12	Brookings	04/08/26	11:30 AM	CST
13	Watertown*	04/09/26	5:30 PM	CST



1 1/2 Hour CoRE Program  
\*2 Hour HSEEP Program



Attending the meeting in your area provides the opportunity to liaise with pipeline operators within your jurisdiction. If the date and time doesn't fit your schedule you may attend any meeting.



Brookings County History Museum  
Volga, South Dakota

Feb. 10, 2026

Dear Commissioners:

Thank you so very much  
for assisting us in the  
continued operation of the  
County Museum.

It lifts our spirits and  
provides so much cheer for  
the museum.

Chuck Blair Board  
member