

BROOKINGS COUNTY COMMISSION MEETING

TUESDAY, DECEMBER 16, 2025

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

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

CITIZEN INVITATION

No one signed in to speak to the board.

CONSENT AGENDA ITEMS

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

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

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

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

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

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

ROUTINE BUSINESS

Approval of Claims

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

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

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

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

Department Head Reports

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

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

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

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

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

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

Finance Officer's Report

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

November 2025

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

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

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

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

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

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

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

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

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

All members voted “aye.” Motion carried.

REGULAR BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated this 16th day of December 2025.

ATTEST:

Larry Jensen, Chairperson
Brookings County Commission

Lori Schultz, Finance Officer
Brookings County

SCHEDULED AGENDA ITEMS – 9:00 A.M.

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

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

Background information was provided by Commission Department Director Stacy Steffensen.

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

Motion carried.

RESOLUTION #25-60
Supplemental Budget Resolution

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

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

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

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

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

Dated this 16th day of December, 2025.

Chairperson: Larry Jensen

Vice Chairperson: Kelly VanderWal

Commissioner: Shawn Hostler

Commissioner: Dave Miller

Commissioner: Doug Post

ATTEST:

Lori Schultz, Brookings County
Finance Officer

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

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

Background information was provided by Finance Specialist Jenna Baker.

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

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

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

Background information was provided by Finance Specialist Jenna Baker.

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

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

Chairperson Jensen opened the public hearing and called for proponents and opponents.
Background information was provided by Finance Specialist Jenna Baker.

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

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

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

REGULAR BUSINESS

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

Background information was provided by Commission Department Director Stacy Steffensen.
Roll call vote: Hostler “aye,” VanderWal “aye,” Post “aye,” Miller “aye,” Jensen “aye.”

Motion carried.

Resolution #25-66
FY2025 Contingency Transfers

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

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

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

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

Approved this 16th day of December 2025.

ATTEST:

Lori Schultz, Finance Officer
Brookings County

Larry Jensen, Chairperson
Brookings County Commission

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

Background information was provided by Commission Department Director Stacy Steffensen.

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

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

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

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

Passed and approved this 16th day of December 2025.

ATTEST: Larry Jensen, Chairperson
Brookings County Commission

Lori Schultz, Finance Officer
Brookings County

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

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

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

Register of Deeds	FTE	GRADE
Register of Deeds	1	E-11
Deputy Register of Deeds	1	N-6
Office Coordinator	1	N-5

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

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

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

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

2026 Wage Ranges

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

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

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

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

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

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

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

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

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

All members voted “aye.” Motion carried.

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

Background information was provided by Finance Specialist Jenna Baker.

All members voted “aye.” Motion carried.

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

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

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

All members voted “aye.” Motion carried.

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

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

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

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

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

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

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

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

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

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

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

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

Steffensen discussed upcoming dates.

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

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

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

States Attorney Dan Nelson had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION ITEMS

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

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

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

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

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

ADJOURNMENT

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

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

Jenna Baker
Finance Specialist
Brookings County