



Stacy Steffensen, Commission Department Director

Brookings County

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STAFF REPORT:

Regular Business:

- First Reading – Ordinance 2026-01: Deputy County Development Director Richard Haugen provided a staff report. The second reading and public hearing will be Tuesday, January 20th at 9:00 AM.
- Resolution – Election Worker Pay: This resolution sets the pay for vote center election workers that work at the primary and general voting locations on election day.
- Resolution – Vote Center Location: This resolution sets the vote center locations for the 2026 primary and general elections.
- Resolution – Meeting Pay & Per Diem: This resolution sets the pay for the Weed, Zoning and Extension Boards, as well as indicates that the county follows current state rates for milage and per diem.
- Resolution – Hours of Operation: This resolution updates the hours for the weed department.
- Abatement: There is one abatement that is recommended for approval by both Equalization Director Jacob Brehmer and Finance Officer Lori Schultz.
- Jail Contracts: There are two jail contracts, with Beadle and Robert Counties. These are two additional sites that could house juveniles, if needed.
- Election Agreement: Finance Officer Lori Schultz would like to approve this contract on the county side so it can be passed on to the city and school for their approval.
- Banner Contracts: There are three design and bidding service contracts with Banner Associates for bridge projects. Colin Zwaschka discussed these at the last meeting.
- Rural Access Infrastructure Projects: These are the following projects that were submitted for RAIF funding in 2026.
 - Highway Superintendent Brian Gustad has reviewed all of the projects and is recommending approval of all of them with no changes needed.
- Vacancy Request: This request is for the Finance Office to hire up to four temporary election workers to assist with absentee voting prior to the primary and general elections in 2026.
- Cell Reimbursement List: This is the list of employees receiving a cellular reimbursement and needs to be approved annually.
- Media Relations Policy: When Safety Benefits did our recent on-site loss control survey, they requested that Brookings County establish a media relations policy. This has been reviewed by States Attorney Dan Nelson.
- 27-Pay Period Policy: As was noted at the last meeting, 2026 will have 27 pay periods. Due to timing and working with both HR and payroll, exempt staff were given the option of either being paid over 26 or 27 pay periods in 2026. However, when this happens again in the future (approximately every 11 years), this policy would establish that exempt staff be paid over 27 pay periods. This has been reviewed by States Attorney Dan Nelson.
- Board Appointments: This is done annually at the first meeting of each year to establish commissioner appointments, and board liaisons to departments.

Director's Report

- The Strategic Plan is part of my report for your review. As I stated in my annual review, I believe this document could use a concentrated review. This could be something the commissioners do in a work session setting or I could develop an internal committee to review it that would include two commissioners and staff.
- The commission received an invitation for the Volga Fire Department County Feed on Monday, January 12th at 5:30 PM.
- The commission received an invitation for the PowerOn Midwest Open House. The Brookings location is Wednesday, January 14th from 4:00 – 6:00 PM at the Brookings Inn & Convention Center.
- The board received a thank you note from the Brookings Public Library for reinstating funding in 2026.
- Colin Zwaschka provided Bridge Improvement Grant (BIG) program information. I've included the report with my staff report.
- We also received a copy of the SD GF&P's Annual Wildlife Damage Program report. This is in my office if you would like to review it.

Public Notices

- a. January 1, Thursday – Offices closed in honor of the New Year's Day holiday.
- b. January 12, Monday – Volga Fire Department County Feed, 5:30 PM, Volga Fire Hall
- c. January 14, Wednesday – PowerOn Midwest Open House, 4:00 – 6:00 PM, Brookings Inn & Convention Center
- d. January 21, Wednesday – Brookings Day at the Capitol, Pierre
- e. February 16, Monday – Offices closed in honor of the President's Day holiday.
- f. February 26, Thursday – Towns & Townships Meeting, 10:00 AM, BCOAC



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Brookings County, South Dakota