



Stacy Steffensen, Commission Department Director

Brookings County

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STAFF REPORT:

Scheduled Agenda Items:

- 9:00 AM: First District Annual Presentation: Executive Director Todd Kays will be at the meeting to give his annual update.
- 10:00 AM: Drainage Board Meeting: This will be discussion and possible action on the Medary Township Big Sioux River Diversion Channel – Dike Reestablishment Project. County Development Director Robert Hill is looking for a recommendation from the board on how to proceed.

Regular Business:

- Resolution – SDDOT Retainer Contract: This resolution sets the engineer that will inspect county bridges as Banner Associates.
- Agreement – Combined Election: The commission has previously approved this agreement. This is now the established agreement with the Brookings School District to combine with the Primary Election on June 2, 2026.
- Abatement: This abatement is recommended for approval by Equalization Director Jacob Brehmer, and Finance Officer Lori Schultz.
- Late Elderly/Disabled Application: Finance Officer Lori Schultz asked for this to be on the agenda for approval. Both Equalization Director Jacob Brehmer, and Finance Officer Lori Schultz have signed off on the application, even though it is past the deadline.
- Change Orders: There are two change orders for bridge projects. Both decreased the cost of the projects.
- Trane Pricing/Acceptance: This quote is for an upgrade to the HVAC remote access at the BCOAC. Director Salvati discussed this at the Advisory Board meeting on January 26th and will be on hand to discuss details, as well as budget concerns.
- Annual Highway Bids: The bid opening was held on Tuesday, January 27th at 2:30 PM. The commission needs to approve each bid and each agreement individually. The bid tab information is included in the packet.
- Strategic Plan: Following the discussion at the last meeting, I made the noted changes. This is to approve the updated plan.
- Review of Open Meetings Laws: This is the annual review of the Opening Meeting Laws as required under SDCL 1-25. This review will need to be noted in the minutes.

Director's Report

- The traveling Vietnam Veteran's Memorial Wall will be in Brookings June 11th – 14th at the Fishback Soccer Complex. There will be a "Welcome Home" ceremony at 9:00 AM on Thursday, June 11th. Brookings Park & Rec Director Kristen Zimmerman would like a commission representative to say a few words.
- Brookings Deuel Rural Water Annual Meeting – Tuesday, April 14th, McKnight Hall in White. More information to come.

Public Notices

- a. February 5, Thursday – Mental Health First Aid Training, 8:00 AM – 5:00 PM, Dakota Nature Park, registration through United Way
- b. February 16, Monday – Offices closed in honor of the President’s Day holiday.
- c. February 18, Wednesday – 2026 Stronger Together, Building Assets for Brooking, a Day for Suicide Prevention, 8:00 AM – 1:00 PM, Dacotah Bank Center, registration through United Way
- d. February 26, Thursday – Towns & Townships Meeting, 10:00 AM, BCOAC



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Brookings County, South Dakota