

# BROOKINGS COUNTY COMMISSION MEETING

Tuesday, January 16, 2024

The Brookings County Board of County Commissioners met in regular session on January 16, 2024, with the following members present: Larry Jensen, Kelly VanderWal, Michael Bartley, Shawn Hostler and Ryan Krogman.

## CALL TO ORDER

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

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## CITIZEN INVITATION

Brookings County resident Susan Struwe said this is a new year and asked what the board's agenda shows for Brookings County.

Brookings County resident Jeff Struwe spoke on election integrity. Struwe said the Secretary of State Monae Johnson listed five bullet points pertaining to election integrity on her campaign literature: better business services, clean voter rolls, election leadership and training, election security and support, post-election reviews and pre-election reviews.

Brookings County resident Rick Weible spoke on vote centers and why they shouldn't be used, and emergency bill SB48.

Brookings County resident Jeanette Gibbons said she came in support of her friends and echoed the same concerns they've said this morning.

## APPROVAL OF AGENDA

Motion by Krogman, seconded by VanderWal to approve the agenda for the January 16, 2024, Commission Meeting. All members voted "aye." Motion carried.

## CONSENT AGENDA

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

Travel Requests: Jacob Brehmer & Reid Squires to attend the District 5 Quarterly Meeting on January 10<sup>th</sup> in Salem; Sonia Mack to attend In-school programming at Cambridge Colony on January 11<sup>th</sup>, January 18<sup>th</sup>, February 8<sup>th</sup>, February 22<sup>nd</sup> & February 29<sup>th</sup> in Volga; Sonia Mack to attend a 4-H Advisors Collaboration on January 17<sup>th</sup> & February 21<sup>st</sup> in Watertown; Sonia Mack to attend a 4-H Advisors Collaboration on February 5<sup>th</sup> in Toronto; Misty Moser to work at the Farm & Home Show on

January 24<sup>th</sup> in Sioux Falls; Misty Moser to work at the Farm & Home Show on February 9<sup>th</sup> in Watertown; Lori Schultz, Jennifer Beller, Jenna Byrd & Kim Larson to attend Election Training on February 27<sup>th</sup>-29<sup>th</sup> in Pierre; Lori Schutz, Jennifer Beller, Christine Kreutner, Bev Chapman to attend the SDACC Spring Workshop on May 14<sup>th</sup>-16<sup>th</sup> in Pierre.

Personnel Action Notices: status change- Rae Lynn Maher to \$29.46, effective January 1, 2024; new hire- Full-time Correctional Officer Jonah Hansen at \$23.70, effective January 2, 2024; voluntary resignation- Colby Gatzke, effective January 9, 2024; status change- Randy Miller to \$27.26, effective January 13, 2024; annual review- Kim Huber to \$21.43, effective February 1, 2024.

## ROUTINE BUSINESS

### *Approval of Claims*

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

A to Z World Languages Inc, Translation Services, \$180.00; A&B Business Inc, Copier Contract, \$97.71; AgFirst Farmers Coop, Patrol Vehicle Maint/Repairs, \$265.34; Allegra Print & Imaging, Front Office Supplies, \$199.68; American Stamp & Marking, Replacement Pads & Stampers, \$427.69; Architecture Incorporated, Reception Desk Modifications, \$1,606.25; AT&T Mobility, Nighthawk MIFI Mobile WIFI, \$50.12; Auto Value Parts Stores, Beam Standard, Cloth Roll, \$86.98; Avera McKennan Hospital, IVC Payment, \$830.00; Ban-Koe Systems Inc, Renewal on Inspection/Test, \$1,281.00; Banner Associates, 214th Feasibility/H&H Study, \$2,410.96; Big Sioux Veterinary Care, Animal Control Costs, \$534.00; Brookings Area Transit, Non Mandated Funds, \$55,000.00; Brookings City Utilities, Monthly Utilities/Fees, 34th Ave Project, \$146,911.41; Brookings Engraving, Name Plate, \$14.00; Brookings Health System, Inmate Liable Clinical Visit, Dec Blood Alcohol Testing, \$1,334.24; Brookings Register, Publishing Fees, \$1,002.34; Bruce Fire Dept, Commission Projects Funding, \$112,970.00; Brutty's Underground Sprinkler, Lawn Sprinkler System Maint, \$1,068.50; Buhls of Brookings Cleaner, Jail Building Maint, Rugs, \$224.40; C&R Fire Suppression, Fire Extinguisher Inspections, \$106.65; Capital One, Office Supplies, \$202.15; Center for Internet Security, Antivirus, \$6,600.00; Century Business Products, Copier Contract, \$210.33; Century Link, Monthly Utilities/Fees, \$270.51; City of Brookings Landfill, Charges, \$7.82; City of Brookings, Animal Control Fees, Landfill Charges, \$637.06; City of White, Utilities for White Shop, \$251.87; Cummins Sales and Service, Generator Repairs, \$9,391.64; Dakota Data Shred, Paper Shredding Services, Rental, \$70.96; Dean Schaefer Court Report, INV MI Hearings Court Reportin, \$207.00; Designarc Group, Architectural Services, \$350.00; DVL Fire and Safety, Annual Inspection of Fire Ext, \$339.00; Eidsness Funeral Home, Coroner Expenses, \$382.50; ESRI, Enterprise Agreement, \$44,000.00; First Bank & Trust, Supplies, \$1,939.96; Foerster Distributing, Jail Janitorial Supplies, \$526.00; Fox Law Firm, Pllc, CAA Inv MI Hearings, \$323.63; Graybar Electric Co Inc, Courthouse Lights, \$110.52; Patricia J Hartsel, Transcripts, \$85.80; Hillyard/Sioux Falls, Janitorial Supplies, \$127.04; Tim Hogan, Crt Appt Attorney Fees, \$2,285.09; IMEG Corporation, Bridge Upgrade, \$5,000.00; Info Cubic Llc, Employment Screening, \$186.20; Interstate All Battery Center, Batteries, \$116.30; Interstate Telecom. Coop, Extension Phones, \$392.82; Intoximeters Inc, 24/7 Program-Pbt Tubes, \$1,600.00; Stacia Jackson, Crt Appt Attorney Fees, \$7,180.70; Johnson Controls, Air Handler Repair, \$367.25; Katterhagen, Mark, Inv MI Hearing, \$73.50; Kimball Midwest, Shop Supplies, \$1,121.40; Kingbrook Rural Water, Meter Reading, \$36.00; L&L Auto & Truck Parts, Jail Repairs/Maint, \$18.23; Shari Landmark, Pod Training Reimbursement, \$290.81; Val Larson, Inv MI Hearing, \$73.50; Lewno, Lucy, Inv MI Hearing, \$358.26; Lincoln County Auditor, Mental Illness Expenses, \$2,739.84; Lyle Signs Inc, Firemarkers, \$253.45; Margaret Harkness, Required Working Lunch, \$27.28; Mediacom Llc, Jan Law Library Int Service, \$156.90; Midwest Glass, Patrol Vehicle Maint/Repairs, \$16.25; Midwest Petroleum Equipmen, Ekos Software, \$3,061.23; Mix Dry Cleaners, Uniform Modifications, \$88.00; Nancy J Nelson, Nov Mental Health Commitments, \$85.60; Nancy J Nelson, Crt Appt Attorney Fees, \$321.00;

Teree A Nesvold, Crt Appt Attorney Fees, \$438.70; North American Banking Com, Postage Machine Rental, \$360.00; Office Peeps Inc, Office Supplies, \$183.88; Otis Elevator Company, 2024 Maintenance Agreement, \$7,743.96; Pharmchem Inc, Drug Patch Analysis, \$63.90; Prahm Construction, Inc, Structure Improvements, \$119,354.82; Prevention Magazine, Magazine Publishing, \$180.00; Prochem Dynamics Llc, Jail Janitorial Supplies, \$40.20; South Dakota Public Health, Dec Blood Tests/Lab Services, \$2,950.00; Qualified Presort Service, Mail Pick-Up, \$36.91; Redstone Technologies Inc, States Attorney Base Dues, \$2,090.00; Research Park at SDSU, Non Mandated Funds, \$70,000.00; Reserve Account, Postage, \$5,000.00; RFD Newspapers Inc, Publications, \$1,390.35; Rick Ribstein, Crt Appt Attorney Fees, \$494.26; Robby's Auto Shop, Patrol Vehicle Maint/Repairs, \$709.51; Running's Supply Inc, Supplies, Ammo, \$289.68; Safe-N-Secure, New Camera Installation, \$900.29; Satellite Tracking of People, GPS Monitoring, \$939.25; SD Attorney General's Office, 24/7 Participation, \$4,168.00; SD Dept of Transportation, Bridge Inspections, \$3,502.60; SD Sheriff's Association, Sheriffs Assoc Dues, \$1,531.25; SDAAO, SDAAO Member Dues, \$375.00; SDACO, Modernization&Preservation, Membership Dues, \$3,587.91; SDEMA, SDEMA Membership, \$90.00; Sioux Valley Energy, Sinai Shed, Bruce Shop, \$252.31; SS Auto Sales & Detailing, Patrol Vehicle Detailing, \$150.00; Thomson Reuters - West, Nov West Information Charges, \$1,297.73; Town & Country Shopper, Craft with Kids/Winter League, \$412.50; Trinity Services Group, Inc, Inmate Meal Services, \$11,190.39; Truenorth Steel, Blades, \$24,836.25; Steven Ust, Inspections, \$1,200.00; Van Diest Supply Company, Pronone Power Pellet, \$1,577.40; Vandenberg Law, Crt Appt Attorney Fees, \$1,150.25; Volga Township, RAIF 2023, \$65,129.10; Walburg, Duane, Animal Control Mileage, \$81.06; Yankton County Sheriff, Service of Process, \$150.00; Brian Zielinski, Crt Appt Attorney Fees, \$1,509.73.

### ***Department Head Reports***

Highway Superintendent Brian Gustad updated the board on the 2024 Striping Program. Gustad said the SDDOT determined it may be in the best interest of counties to collaborate as a unit to bid striping within our jurisdiction in a localized area. He said monies will be distributed to our STP annual payment.

Gustad said the Bruce shop is completed.

Sheriff Marty Stanwick said there are 47 inmates in jail. Stanwick said Hamlin County Sheriff contacted him and asked if they could contract with the Brookings County Detention Center, so Stanwick sent him a contract.

County Development Director Robert Hill updated the board on upcoming dates. Hill provided the 2023 annual report for the County Development Office.

BCOAC Director Dustin Huber updated the board on attendance and events held at the facility. Huber said the office project/storage area is done and they received a check from GF&P for \$14,617.50, which is half of the project costs.

Huber updated the board on projects he'd like to get done in 2024. He said he'd like to order new banquet chairs for the classroom, possibly get some new carpet, and paint around the building. He said he'd also like to insulate the utility closet in the gun range.

Huber said volunteer hours totaled 3,591 hours in 2023.

### ***Finance Officer's Report***

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

#### ***December 2023***

*Total amount of deposits in bank.....\$29,810,379.80*

Total amount of actual cash: Currency.....\$5,174.00  
 Coins.....\$3.11  
 Total amount of checks/drafts in Treasurer's possession not exceeding 3 days....\$42,396.72  
 Itemized list of all other items.....\$103,674.09  
 TOTAL.....\$29,961,628.05

Commissioner/HR/Veteran: \$44,001.50; Finance Office: \$34,253.05; States Attorney/Welfare: \$44,633.53; Equalization: \$30,479.16; Register of Deeds: \$15,114.30; Sheriff's Office: \$236,634.99; Coroner: \$813.54; Community Health: \$2,855.34; Extension: \$3,416.36; Weed: \$4,850.70; Planning/Zoning: \$10,714.89; Highway: \$88,205.74; Emergency Management: \$6,834.70; BCOAC: \$12,485.52; Technology: \$15,591.20.

AFLAC: \$4,648.30; Avesis: \$1,818.32; Office of Child Support: \$399.00; Delta Dental: \$8,705.26; Flex One: \$1,799.98; Principal Life Insurance: \$1,708.75; Local Teamsters: \$1,634.00; SDRS: \$68,810.54; SDRS Supplemental: \$4,399.00; EFTPS: \$122,604.86; Wellmark: \$115,827.90.

Be it noted, the Register of Deeds Statement of Fees collected for the month of December 2023 in the amount of \$28,975.00 was presented to the board.

Be it noted, the expenditure adjustments for the month of December 2023 was presented to the board. \$5,866.19 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

**Be It Noted Items**

Chairperson Jensen signed the Local Emergency Management Performance Grant Quarterly Report.

The following is a list of wages for Brookings County employees as of January 1, 2024, and are listed in accordance with SDCL 6-1-10.

2024 Brookings County Employee Wages - January 1, 2024					
Almos, Jayden M.	\$23.70	Haugen, Richard L.	\$34.25	Stanwick, Martin E.	\$117,365.00
Anderson, Jeffery G.	\$37.08	Heidemann, Terrance L.	\$22.99	Steen, Peggy J.	\$26.13
Andresen, Michael J.	\$23.45	Heitkamp, Ethan P.	\$29.23	Steffen, Courtney M.	\$28.36
Austin, Johnathon J.	\$26.44	Hill, Robert W.	\$88,705.00	Steffensen, Stacy P.	\$100,033.00
Bartley, Michael D.	\$22,504.20	Hoffmeister, Jacob R.	\$29.23	Sunderland, Cody J.	\$36.40
Beller, Jennifer J.	\$31.02	Holder, Brendan W.	\$24.17	Teubert, Abigail R.	\$23.92
Berkness, Alexander M.	\$27.22	Holmes, RuthAnn M.	\$23.70	Thompson, Jack D.	\$25.92
Biteler, David D.	\$87,891.00	Hostler, Shawn M.	\$22,504.20	Thornton, Tonia A.	\$27.76
Bjordal, Suzanne M.	\$34.99	Hotchkiss, Jay R.	\$19.21	VanderWal, Kelly E.	\$22,504.20
Brandsrud, Rusty A.	\$26.44	Huber, Dustin J.	\$77,223.00	Wakeman, Harrison M.	\$23.70
Brehmer, Jacob E.	\$77,223.00	Huber, Kim S.	\$21.01	Walburg, Duane H.	\$29.23
Brueggeman, Mark P.	\$30.42	Jensen, Larry D.	\$22,504.20	Walsh, Melissa J.	\$25.38

Brutty, Anna L.	\$24.17		Keith, Abigail G.	\$22.10		Walterman, Lisa M.	\$26.97
Brutty, Lisa M.	\$22.54		Kindt, Melanie K.	\$22.54		Weese, Sarah M.	\$22.54
Bublitz, David T.	\$28.93		Kneebone, Dale L.	\$30.05		Wilderson, Charles A.	\$30.42
Buchholtz, Dennis H.	\$23.45		Knutson, David K.	\$26.16		Wiles, Kirk A.	\$21.01
Bury, Heidi L.	\$23.70		Kortan, Alycia N.	\$24.17		Witchey, Kristen L.	\$35.64
Byrd, Jenna L.	\$26.97		Kponyoh, Felicia A.	\$23.70		Wulf, Jay R.	\$23.45
Chapin, Karlee C.	\$23.70		Kreutner, Christine A.	\$26.44			
Chapman, Beverly K.	\$88,705.00		Kriese, Jeremy	\$35.64			
Chapman, Craig M.	\$29.46		Krogman, Ryan	\$22,504.20			
Chester, Thomas J.	\$31.02		Kruger, Samantha J.	\$26.97			
Christensen, Amy L.	\$28.06		Kruse, Kristi M.	\$22.99			
Christensen, Matt	\$29.46		Langstraat, Manuel J.	\$37.87			
Cofell, Richard P.	\$28.02		Larsen, Dane D.	\$32.28			
Cramer, Lynn	\$31.60		Larson, Kimberly J.	\$22.54			
Cramer, Mandi L.	\$27.51		Larson, Kimberly L.	\$23.45			
deBlonk, Cory A.	\$24.17		Larson, Shelly L.	\$16.70			
DeJong, Darren J.	\$29.82		Luke, Alexander D.	\$29.23			
Delaney, Michelle L.	\$27.47		Maher, Angie D.	\$21.43			
Dicke, Aarick	\$23.70		Maher, Rae Lynn	\$29.46			
Dixon, Kaeley J.	\$24.17		Markham, Ashley D.	\$23.70			
Donbroski, Trevor A.	\$24.17		Mette, Eric W.	\$28.36			
Drent, Dawson J.	\$23.70		Mikulec, Sara J.	\$23.70			
Enz, Gregory J.	\$30.05		Miller, Randy L.	\$22.99			
Erickson, Andrew	\$24.88		Moser, Misty D.	\$63,177.00			
Erickson, David J.	\$10,491.45		Mulhair, Christopher A.	\$28.89			
Erickson, Michael A.	\$30.05		Murfield, Kevin M.	\$36.40			
Evans, Hannah M.	\$24.17		Nelson, Daniel C.	\$155,284.00			
Fee, Matthew D.	\$29.23		Ness, Paul R.	\$26.94			
Foreman, Andrew R.	\$25.92		Noll, William K.	\$23.70			
Friedrich, Clifford A.	\$34.57		Oxner, Austin J.	\$99,251.00			
Fronk, Brandon V.	\$30.42		Pillar, Matthew R.	\$20.60			
Gabel, Kenneth L.	\$26.44		Plowman, Shawn R.	\$41.81			
Gay, James P.	\$26.97		Radtke, Lisa M.	\$28.62			
Giegling, Michael L.	\$37.08		Reker, Donald J.	\$29.23			
Gustad, Brian D.	\$96,149.00		Rentsch, Benjamin J.	\$22.99			
Hansen, Amanda L.	\$23.70		Rodriguez, Tara	\$33.63			
Hansen, Jessica L.	\$22.54		Rue, Devlin M.	\$30.42			

Hansen, Jonah A.	\$23.70		Schultz, Lori A.	\$85,377.00		
Hanson, Tammy L.	\$30.05		Scott, Chloe B.	\$19.21		
Hardin, Samuel L.	\$23.70		Sebring, Scott N.	\$98,072.00		
Harkness, Margaret E.	\$24.62		Smith, Thomas J.	\$19.21		
Hatlestad, Taylor J.	\$19.59		Sneer, Rebecca A.	\$19.21		
Haug, Tim A.	\$22.99		Squires, Reid H.	\$31.64		

The following individuals are BCOAC Range Safety Officers, Archery Range Volunteers, and Pistol Range Committee members, and are to be listed in the minutes for work comp purposes: Arden Sigl, Bruce Olson, David Clark, Don Langum, Gary Englund, Jeff West, Jon Anderson, Kelly Harmelink, Leo Stirling, Lindsay Wollmann, Luke Dailey, Marilyn Bombeck, Mark Penner, Matt Olson, Mike Kilmer, Paul Vavra, Rex Weimer, Ross Mcdougall, Shari Layman, Steve Haskell, Carol Vavra, Dick Hesse, Merrit Warren, Penny Jensen, Jason Overby, Monte Vandekomp, Randy Fuecht, Paul Wiese, Madison Overby, Brian Shatswell, Lisa Shatswell, Bobby Markham, Mike Kilmer, Arden Sigl, Shari Layman, Ross Mcdougall, Dennis Hetrick, Gary Englund, Mike Eichelberg, Dave Miller, Randy Mclagan and Don Langum.

The following individuals are members of the Brookings Radio Club, trained as Severe Weather Spotters for Brookings County, and are listed in the minutes for work comp purposes: Bruce Bortnem, Dick Canaday, Tony Chmelar, Don De Greef, Harlan Feldhus, Marthwe Holden, Perry Johnson, Allan Jones, Dave Larson, Aiden Moechnig, Greg Moir, Darel Palm, Dave Peterson, Keaton Spence, Rollie Thompson, Michael Lewis, Art Wilber, Wayne Williams, Brian Lewis.

The following individuals are members of the Pandemic Planning Coordination/Points of Dispensing Committee and are to be listed in the minutes for work comp purposes: Mary Fishback, Marty Hendricks, Carol Humburg, Darrell Hartman, Janet Ambur, Bonny Specker.

**REGULAR BUSINESS**

Motion by Hostler, seconded by Bartley to approve and authorize Chairperson Jensen to sign Resolution #24-04: a Resolution Setting Weight Limit Enforcements on Brookings County Highways. Background information was provided by Highway Superintendent Brian Gustad. Roll call vote: Krogman “aye,” Hostler “aye,” VanderWal “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

**RESOLUTION #24-04**  
**A RESOLUTION SETTING WEIGHT LIMIT ENFORCEMENTS**  
**ON BROOKINGS COUNTY HIGHWAYS**

WHEREAS, seasonal climatic changes can be detrimental to our highways; and

WHEREAS, the Brookings County Board of County Commissioners desires the enforcement of weight limitations on Brookings County roads as set forth by the Brookings County Highway Superintendent.

NOW THEREFORE BE IT RESOLVED, the limit on Brookings County highways shall be set as seven (7) ton per axle on all asphalt surface roads when limit signs are in place; and

The South Dakota Highway Patrol be and hereby is authorized and requested to enforce weight limitations on Brookings County highways.

BE IT FURTHER RESOLVED that the penalty for the violation of the load restrictions shall be as set forth in SDCL 32-22-55.

Vote of the Brookings County Board of County Commissioners:   5   Yea   0   Nay

Dated this 16<sup>th</sup> day of January 2024.

Larry Jensen  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

Motion by Krogman, seconded by VanderWal to approve and authorize Chairperson Jensen to sign Resolution #24-05: a Resolution Setting the Official Pay Plan for 2024 and Amending Resolution #23-52. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Hostler “aye,” VanderWal “aye,” Bartley “aye,” Krogman “aye,” Jensen “aye.” Motion carried.

**RESOLUTION #24-05**  
**A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2024**  
**AND AMENDING RESOLUTION #23-52**

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 2024 to become effective January 1, 2024.

Passed and approved this 16<sup>th</sup> day of January 2024.

Larry Jensen  
Chairperson  
Brookings County Commission

ATTEST:

Lori Schultz  
Finance Officer  
Brookings County

<b>Brookings County Outdoor Adventure Center</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Office Manager	1	N-5
PT Membership Assistant	4 (8 @ .5)	N-3 (Steps 1 & 2 only)
<b>Commission Department</b>	<b>FTE</b>	<b>GRADE</b>
Commission Department Director	1	E-13

County Commissioners only)	2.5 (5 @ .5)	30% Grade 12 (Step 1
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
Office Coordinator	1	N-5
Maintenance Supervisor	1	N-5
Veterans Service Assistant	1	N-4
General Maintenance Worker	2	N-4
<b>County 4-H</b>	<b>FTE</b>	<b>GRADE</b>
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Steps 1 & 2 only)
<b>County Health</b>	<b>FTE</b>	<b>GRADE</b>
Office Coordinator	1	N-5
<b>County Development Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Office Technician	1	N-6
<b>Equalization Department</b>	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-7
Office Coordinator	2	N-5
<b>Finance Department</b>	<b>FTE</b>	<b>GRADE</b>
Finance Officer	1	E-13
Deputy Finance Officer	1	N-9
Finance Specialist	2	N-7
Finance Technician	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	N-1 (Step 1 only)
<b>Highway Department</b>	<b>FTE</b>	<b>GRADE</b>
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
<b>Register of Deeds</b>	<b>FTE</b>	<b>GRADE</b>
Register of Deeds	1	E-11
Deputy Register of Deeds	1	N-6
Office Coordinator	1	N-5



<b>Sheriff's Department/Jail</b>	<b>FTE</b>	<b>GRADE</b>
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	11	N-9
Courtroom Sheriff's 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 Deputy Sheriff	.5	N-9 (Steps 1 & 2 only)
PT Correctional Officer	3 (6 @ .5)	N-6 (Steps 1 & 2 only)
Coroner only)	.15	15% Grade 11 (Step 1
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)
<b>State's Attorney</b>	<b>FTE</b>	<b>GRADE</b>
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
<b>Weed Department</b>	<b>FTE</b>	<b>GRADE</b>
Supervisor	1	E-7
Truck Driver	1 (2 @ .5-split employee)	N-5
Seasonal Workers	1 (2 @.5)	N-3 (Steps 1 & 2 Only)

N=Non-Exempt Position; E=Exempt Position

### 2024 Wage Ranges

Pay Grade	Minimum	Mid-Point	Maximum
1	\$34,736	\$39,118	\$44,053
2	\$37,254	\$41,954	\$47,247
3	\$39,955	\$44,996	\$50,672
4	\$42,851	\$48,258	\$54,346
5	\$45,958	\$51,756	\$58,286
6	\$49,290	\$55,509	\$62,512

7	\$52,864	\$59,533	\$67,044
8	\$56,696	\$63,849	\$71,905
9	\$60,807	\$68,478	\$77,118
10	\$65,215	\$73,443	\$82,709
11	\$69,943	\$78,768	\$88,705
12	\$75,014	\$84,478	\$95,136
13	\$80,453	\$90,603	\$102,034
14	\$86,286	\$97,172	\$109,431
15	\$92,541	\$104,217	\$117,365
16	\$99,251	\$111,772	\$125,874
17	\$106,446	\$119,876	\$135,000
18	\$114,164	\$128,567	\$144,787
19	\$122,441	\$137,888	\$155,284

Percentage Based Positions		
E	County Commissioners	\$22,504
E	Coroner	\$10,491

Motion by VanderWal, seconded by Hostler to approve Abatement #24-01: an application for abatement due to qualifying for Disabled Veterans Exemption in the amount of \$1,248.74. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve Abatement \$24-02: an application for abatement due to qualifying for Disabled Veterans Exemption in the amount of \$2,243.13. All members voted “aye.” Motion carried.

Motion by Krogman, seconded by Hostler to approve Abatement #24-03: an abatement application made by David A. Linnehan, Living Trust for parcel #17000-11251-102-00 in the amount of \$893.59. All members voted “aye.” Motion carried.

Motion by Hostler, seconded by Bartley to approve Abatement #24-04: an abatement application made by Russell G. Snyder, Et Ux for parcel #14108-11151-074-23 in the amount of \$96.65. All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Krogman to approve Abatement #24-05: an abatement application made by Kurt D. Nelson, Et Ux for parcel #35300-00200-008-00 in the amount of \$59.32. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve Abatement #24-06: an abatement application made by Brookings Area Transit Authority for parcel #40375-00900-001-00 in the amount of \$3,349.48. All members voted “aye.” Motion carried.

Motion by Hostler, seconded by VanderWal to approve Abatement #24-07: an abatement application made by R.S. Maatilaan, LLC for parcel #15000-10951-081-00 in the amount of \$420.52. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to approve Abatement #24-08: an abatement application made by Tyana Gottsleben for parcel #37075-00100-004-00 in the amount of \$388.11. All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Krogman to approve and authorize Chairperson Jensen to sign Agreement #24-02: a Letter of Agreement between Brookings County and First District Association of Local Governments for the Brookings County Emergency Management Pre-Disaster Mitigation Plan.

Background information was provided by County Development Director Robert Hill.

Roll call vote: Vanderwal “aye,” Bartley “aye,” Krogman “aye,” Hostler “aye,” Jensen “aye.” Motion carried.

Motion by Bartley, seconded by VanderWal to approve and authorize Chairperson Jensen to sign Agreement #24-03: an Agreement between Brookings County and OTIS Elevator to modernize the Courthouse elevator. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Bartley “aye,” Krogman “aye,” Hostler “aye,” VanderWal “aye,” Jensen “aye.” Motion carried.

Motion by Krogman, seconded by Hostler to approve an application made by the Brookings Country Club for a Package Off-Sale Liquor License, expiring December 31, 2024.

Background information was provided by Finance Specialist Jenna Byrd.

All members voted “aye.” Motion carried.

Motion by VanderWal, seconded by Bartley to approve a payment from the Fire Department Long-Term Fund to the Badger Volunteer Fire Department in the amount of \$25,564.05 to replace a grass unit. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Krogman “aye,” Hostler “aye,” VanderWal “aye,” Bartley “aye,” Jensen “aye.” Motion carried.

Motion by VanderWal, seconded by Hostler to approve and authorize Chairperson Jensen to sign a Request to Fill Vacancy for two seasonal ATV Drivers in the Weed & Pest Department.

Background information was provided by Commission Department Director Stacy Steffensen.

All members voted “aye.” Motion carried.

Motion by Bartley, seconded by Hostler to declare a Crosscut P4 Shredder (#19-063), Dell Optiplex 7010 (#14-018), air conditioner (#79055), 2-conference room tables (#12-051,#12-053), loader valve kit model #950G (#71111), 12-black leather chairs, 2-black office chairs and a Latitude D600 laptop (#79148) as surplus property to be disposed, and declare a 2015 Dodge Charger (#15-011) a 2016 Dodge Charger (#16-025), a 2017 Ford Explorer (#17-015) as surplus property and be sold on Public Surplus. Background information was provided by Finance Specialist Jenna Byrd.

All members voted “aye.” Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director’s Report. Steffensen discussed upcoming dates.

States Attorney Dan Nelson had nothing to report.

### COMMISSIONERS’ REPORTS & DISCUSSION ITEMS

Commissioner VanderWal attended the Volga Fireman’s Feed.

Commissioner Bartley attended the County Planning/Zoning Meeting; attended a Brookings Behavioral Health & Wellness Meeting; attended the Volga Fireman’s Feed.

Commissioner Krogman attended a meeting with another board member of the Research Park Committee.

Commissioner Hostler had nothing to report.

Commissioner Jensen attended a Conservation District Meeting; attended the Volga Fireman’s Feed; and attended the PPCC/POD Meeting.

### ADJOURNMENT

Motion by VanderWal, seconded by Hostler to adjourn. All members voted “aye.” Motion carried. The next regular scheduled meeting is Tuesday, February 6, 2024, 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.

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Jenna Byrd  
Finance Specialist  
Brookings County