

DECEMBER 16, 2025 – GENERAL MEETING

Meeting called to order by Chairman Sutton at 8:45 A.M. in the Commission Chambers, Courthouse Annex, Brown County, SD. Present were Commissioners Dennert, Dinger, Gage, Sutton and Wiese. Commissioner Wiese led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Moved by Commissioner Wiese, seconded by Dennert to approve the agenda. All members present voting aye. Motion carried.

PUBLIC COMMENT:

Chairman Sutton thanked the Auditor's office for decorating the Commission Chambers to make it a bit more festive.

FAIR CONTRACTS:

Rachel Kippley wanted to take a moment to recognize Alemita Sheldon, who is with Brown County Fair Board and Greg Markley, who is former Fair Board member and is now on the Fair Foundation, who were in attendance.

McKenzie Bierman, Fair & Parks Assistant Manager presented the following Fair Contracts for approval and authorizing Chairman Sutton to sign. Moved by Commissioner Dennert, seconded by Wiese to approve the WOW Talent & Entertainment, LLC/Jurassic Bark Live contract for August 10-16, 2026 for 3 shows a day for \$11,000.00 and authorize Chairman to sign. All members present voting aye. Motion carried.

Moved by Commissioner Dinger, seconded by Wiese to approve and authorize Chairman to sign the contract with Radiance Works Entertainment/Jodie Smalley to do Fire Performances for 2 days and Stilt Walking for 2 days at \$5,000.00. All members present voting aye. Motion carried.

Moved by Commissioner Wiese, seconded by Gage to approve and authorize Chairman to sign the contract with Home Clean Home by Maria for cleaning bathrooms and showers throughout the Fairgrounds the week of the Fair, plus 2 utility carts, radios and cleaning chemicals at the cost of \$21,000.00. All members present voting aye. Motion carried.

Moved by Commissioner Dennert, seconded by Gage to approve and authorize Chairman to sign the contract with Ro Sham Bo Creative to do the Digital Marketing for the Brown County Fair for \$10,000.00. All members present voting aye. Motion carried.

Moved by Commissioner Wiese, seconded by Gage to approve and authorize Chairman to sign the contract with Winterset Concert Events, LLC for the ZZ-3 to perform August 14 & 15, 2026 at the cost of \$6,500.00 plus motel rooms. All members present voting aye. Motion carried.

FAIR UPDATE:

Rachel Kippley, Fair/Fairgrounds/Parks Manager met with the Commission to give them an update on the 2025 Brown County Fair. It was a successful year and able to get some big projects done: the Sprinkler System in the Expo Building was repaired; the Bunny Barn was replaced with the new Mega Construction Small Animal Barn, new concrete and tension wall for the wash rack at the Beef Barn and roads in primitive campground area. Also, Bob Cat and Telehandler this year for equipment. In addition, at Richmond Youth Camp the windows project Dorm 3 was completed. Rachel shared that this was the first year with the Fairgrounds Liquor License and gross revenue was \$151,000 but net profit was \$81,000.00, which they would like to see go back in the Fairgrounds Improvement Fund (FIF). The Fair Board brought in \$1,795,357.00 in revenue and estimated that there will be \$100,000.00 remaining at year-end so would like to see that go into the FIF, also along with a couple of donations and grants. Commissioner Dennert asked what he thought made the revenue go up so much, Rachel stated the Auditor's office is conservative when estimating revenue due to possible rain days, but the Fair Board will do whatever it can to have the concert that typically wouldn't happen. Also, they are now checking campers that come in early and charging them for the extra days, along with checking vendors that are using more electrical than stated in their contract and charging them for the additional costs. The Fair Board is putting more time and effort into this because the Commission has been willing to put the excess into the FIF. The Community is starting to take notice as well. Commissioner Wiese stated our community needs to be commended because the vendors

have commented that even on rainy days, the people still show up here, where they don't at other venues they have been at; they are going to come for a good time and good value. Chairman Sutton shared that he has been a Commissioner Liaison to the Brown County Fair Board for 17 years and in years past the amount that the Fair made would just go back to the County General Fund; but by the Commission committing to the FIF, and putting money into this it will speed up the Grandstands and other needed improvements at the Fairgrounds. Kudos to the Fair Office, Fair Board and everyone to put on the best Fair in the Region, in his opinion. Commissioner Dennert thanked Rachel for having the Strategic Plan to show the Commission where she wants the FIF funds to go towards that will benefit the Fair. Chairman Sutton mentioned the partnership with the City of Aberdeen to get sales tax funds beginning in 2026. Discussed potential costs for a new Grandstand – without bathrooms \$3.3 Million and with bathrooms \$4.2 Million, which is included in the strategic plans for the Fairgrounds. They are still waiting for some revenue to come in from the ATM Fees and Centennial Village. They would appreciate any amount the Commission would allocate to the FIF at year-end.

MEMORANDUM OF UNDERSTANDING WITH DAKOTA STATE UNIVERSITY:

Moved by Commissioner Wiese, seconded by Gage to approve and authorize Chairman Sutton to sign the Memorandum of Understanding with Dakota State University to protect and enhance the cybersecurity posture of SD Counties and Municipalities through the SecureSD Program. All members present voting aye. Motion carried.

MINUTES:

Moved by Commissioner Dinger, seconded by Wiese to approve the General Meeting Minutes for December 9, 2025. All members present voting aye. Motion carried.

CLAIMS/PAYROLL:

Moved by Commissioner Gage, seconded by Wiese to approve the following Claims/Payroll:

Claims: Professional Fees: Alcohol Monitoring Systems, Inc. \$1,973.00; Blackburn & Stevens, Prof. LLC \$552.78; Custom Installation Solutions \$15,000.00; Dakota Group LLC \$2,500.00; Dohrer Law Office, PC \$4,824.00; Faulk County Sheriff's Office \$5,400.00; IMEG Corp \$14,400.00; Language Line Services, Inc \$418.11; Lenling Law Office, Prof. LLC \$5,010.00; Northeastern Mental Health Center \$875.00; RapidSOS, Inc. \$11,445.00; Saber Shred Solutions \$3,586.64; Sanford Health Occupational Medicine \$51.00; SD Dept of Legislative Audit \$34,657.20; Taliaferro Law Firm, PC \$3,204.00; Tyler Technologies, Inc \$217.50. Publishing: Groton Daily Independent \$1,073.35; Gray Local Media, Inc \$500.00; McQuillen Creative Group, Inc \$907.29. Rentals: Advantage Self Storage \$276.00; Vestis \$268.48. Repairs & Maintenance: Big Scoop Snow Removal \$272.00; Central Network Retail Group LLC \$72.79; CommTech Inc \$9,638.24; Dakota Supply Group \$1,442.78; DustPods LLC \$6,300.00; EcoLab Pest Elimination Division \$132.12; Leidholt Electric, LLC \$735.18; Lien Transportation Company \$3,097.50; Pierson Ford Lincoln, Inc \$1,485.89; Pomp's Tire Service, Inc \$920.46; Richard Marberg \$4,038.01; Sewer Duck, Inc \$1,200.00; Team Eagle LTD \$2,300.00. Supplies: Amazon Capital Services, Inc \$385.23; Century Business Products \$4,900.30; Cole Paper Inc \$2,493.28; Cornwell Drug \$12.00; Custom Installation Solutions \$5,500.00; Dakota Oil \$1,668.57; Farm & Home Publishers LTD \$1,782.00; Geffdog Designs \$323.70; GovConnection, Inc \$126.00; Hall Sand & Gravel, Inc \$7,075.33; House of Glass \$429.59; J.D. Power \$519.00; Jason Vilhauer \$153.99; Kessler's \$76.27; Leidholdt Tool Sales, LLC \$13.95; Leidholt Electric, LLC \$152.70; LW Sales, Inc \$137.00; Maximum Promotions Inc \$137.42; Menards \$490.69; Midstates Group \$90.00; NVC \$32.28; Performance Oil \$1,610.25; Premier Biotech Labs, Inc \$1,243.59; Rinse & Go Car Wash \$63.00; Runnings \$51.96; Safety Service \$225.92; Sandy Woytassek \$6.11; Sherwin Williams \$102.55; Team Eagle LTD \$42,573.00; Thomson Reuters – West Payment Center \$237.96; Titan Machinery \$270.15. Travel & Conference: Crossroads Hotel & Huron Events Center \$1,287.86; Jason Vilhauer \$334.40; Joel Torigan \$14.00; Kyle Couchey \$14.00; Lenling Law Office, Prof. LLC \$120.00; Trent Anderson \$46.00. Utilities: Big Scoop Snow Removal \$1,088.00; CenturyLink \$76.27; City of Aberdeen Treasurer \$2,010.61; City of Hecla \$228.87; Northern Electric \$93.50; Northwestern Energy \$2,866.60; NVC \$2,999.78; State of South Dakota PMB 0112 \$82.00; T-Mobile USA Inc \$2,830.82; Verizon Wireless \$460.29. Other: Andax Industries LLC \$1,156.00; Haztech Systems, Inc. \$1,312.00. Machinery & Equipment: RDO Equipment Co \$470,522.00. Payroll: Commission \$4,896.51; Elections \$2,099.55; Auditor/Welfare \$11,393.91; Treasurer \$15,425.11; SA \$37,180.72; Public Defender \$9,778.21; Maintenance \$12,776.67; Assessor \$16,594.60; Register of Deeds \$10,905.91; VSO \$4,741.87; GIS \$2,946.49; IT \$10,005.68; HR \$5,477.94; Sheriff \$66,307.04; Jail \$87,725.84; Coroner (Voucher) \$750.00; Court Security \$8,465.79; JDC \$38,594.82; Museum \$13,493.48; Parks/Fairgrounds \$7,140.50; Fair Board \$4,444.44; 4-H \$709.58; Weed \$1,179.67; Planning & Zoning \$8,062.18; Highway \$60,538.83; Dispatch \$44,505.97; Emergency \$5,498.56; 24/7 Sobriety \$2,724.94; Landfill \$20,755.21; Meal

Benefits \$28.00; FICA \$30,544.42; Medicare \$7,143.40; HSA \$2,360.72. All members present voting aye. Motion carried.

HR REPORT:

Moved by Commissioner Dinger, seconded by Gage to approve the following Human Resource Report submitted by Allison Tunheim, Human Resources Director:

- Retirement of Marty McDermand as Landfill Heavy Equipment Operator, FT; effective December 9, 2025. Request to fill.
- Resignation of Steven Ramsdell as Landfill Grounds Worker, PT; effective December 1, 2025.
- Hiring of Logan Hanson as Brown County Jail Detention Officer, FT; starting wage \$21.93/hr. – effective December 17, 2025.
- Reclassification of Building and Grounds Maintenance Worker from grade 11 to 12; effective January 1, 2026.
- Reclassification of Building Service Worker from grade 9 to grade 10; effective January 1, 2026.
- Transfer of Alaina Perry from PT Brown County Museum Guest Services Coordinator to FT Brown County Museum Guest Services Coordinator; starting wage \$23.73/hr. – effective December 21, 2025.
- Promotion of the following employees effective December 21, 2025:
 - Taylor Harman from Brown County Jail Detention Officer to Brown County Jail Senior Detention Officer; starting wage \$25.55/hr.
 - Emily Jacobs from Brown County Jail Detention Officer to Brown County Jail Senior Detention Officer; starting wage \$24.32/hr.
 - James Marnette from Brown County Jail Detention Officer to Brown County Jail Senior Detention Officer; starting wage \$25.55/hr.
 - Sheila Haugen from Brown County Sheriff Office Record Technician to Brown County Sheriff Office Administrative Assistant; starting wage \$22.59/hr.
 - Brittany Watts from Brown County Jail Administrative Assistant to Brown County Jail Administrative Coordinator; starting wage \$24.93/hr.
 - Danial Bray from Brown County Deputy Sheriff to Brown County Senior Deputy Sheriff; starting wage \$33.53/hr.
 - Terrence Evans from Brown County Deputy Sheriff to Brown County Senior Deputy Sheriff; starting wage \$37.01/hr.
 - Ermelinda Marcuson from Brown County Deputy Sheriff to Brown County Senior Deputy Sheriff; starting wage \$33.53/hr.
 - Nathan Smith from Brown County Deputy Sheriff to Brown County Senior Deputy Sheriff; starting wage \$36.11/hr.
 - Jill Crosby from Brown County 911 Communications Officer to Brown County 911 Senior Communications Officer; starting wage \$28.91/hr.
 - Nichole Krenz from Brown County 911 Communications Officer to Brown County 911 Senior Communications Officer; starting wage \$28.21/hr.
 - Makayla Madsen from Brown County 911 Communications Officer to Brown County 911 Senior Communications Officer; starting wage \$28.21/hr.
- List of Holidays for 2026:

○ New Year's Day	January 1 st
○ Martin Luther King Jr. Day	Third Monday in January
○ President's Day	Third Monday in February
○ Memorial Day	Last Monday in May
○ Juneteenth	June 19 th
○ Independence Day	July 4 th
○ Labor Day	First Monday in September
○ Native American's Day	Second Monday in October
○ Veteran's Day	November 11 th
○ Thanksgiving Day	Fourth Thursday in November
○ Day after Thanksgiving	Fourth Friday in November
○ Christmas Eve	December 24 th
○ Christmas Day	December 25 th

- Plus, any other day that is proclaimed as a holiday by the Governor of South Dakota or the President of the United States
- If a holiday falls on a Saturday, it is observed on the preceding Friday. If a holiday falls on a Sunday, it is observed on the following Monday. (Sheriff's Deputies, Correctional Officers: Jail, JDC/HD, 24-7 and Dispatchers, who are required to work, are paid for the actual Holiday Day.)
- Wages effective December 21, 2025 for a pay date of January 9, 2026 as follows: **Per Pay Period – Commissioners:** Duane Sutton @ \$1,074.49; Drew Dennert @ \$1,022.83; Kyler Dinger @ \$1,022.83; Mike Gage @ \$1,022.83; Mike Wiese @ \$1,022.83. All eligible employees **per hour:** Lynn Heupel @ \$56.24; Stephanie Jacobson @ \$25.55; David Engraf @ \$26.85; Erin Kumpf @ \$31.14; Sara Swisher @ \$36.11; Patricia VanMeter @ \$47.86; Dorene Borchard @ \$36.11; Sonja Day @ \$22.04; Tracy Engquist @ \$24.32; Elizabeth Hovendick @ \$23.73; Heather Ramsay @ \$22.04; Jo Sheffield @ \$31.14; Brandi Trusty @ \$23.15; Karly Winter @ \$71.01; Ross Aldentaler @ \$49.78; Tuckor Anderson @ \$41.87; Kristin Barstad @ \$28.91; Jason Erickson @ \$40.85; Christine Haggerty @ \$23.73; Penny Hart @ \$21.22; Annie King @ \$22.04; Adelaide Mounga @ \$28.21; Karla Nelson @ \$46.22; Jessica Rychlik @ \$23.73; Jennifer Stoddard @ \$49.78; Kelsi Vinger @ \$33.53; Bradley Borge @ \$70.33; Christal Burchard @ \$31.14; Tracy Madsen @ \$26.85; Judy Dosch @ \$39.86; Jon Daschel @ \$16.97; Monty Forsting @ \$22.04; Richard Geary @ \$16.97; Joel Randall @ \$20.97; Jason Reed @ \$16.97; Mickey Schulz @ \$25.55; Sally Swanson @ 16.97; Randy Zens @ \$33.53; Gene Loeschke @ \$39.86; Kathryn Fischer @ \$31.14; Jillian Klein @ \$22.59; Joseph Kraft @ \$28.91; Russell Metz @ \$36.11; Stephanie Morgan @ \$27.52; Sarah Swenson @ \$32.71; Mariann Malsom @ \$43.05; Anne Dohman @ \$23.73; Andrew Janusz @ \$24.32; Martha Stohr @ \$23.15; Cindy Woodford @ \$29.64; Aaron Walberg @ \$34.37; Jesse Milbrandt @ \$28.21; Scott Madsen @ \$38.88; Patrick Wolberg @ \$54.94; Joseph Adam @ \$38.88; Cory Lane @ \$38.88; Allison Tunheim @ \$43.99; Jessica Johnson @ \$27.52; Dave Lunzman @ \$52.24; John Anderson @ \$28.21; Austin Ball @ \$29.64; Daniel Bray @ \$33.53; Bryan Gordon @ \$29.64; Wesley Graff @ \$36.11; Sheila Haugen @ \$22.59; Michael Hill @ \$36.11; Derek Hoefert @ \$29.64; Samual Hoppock @ \$29.64; Linn Kamin @ \$32.71; Joseph Kretchman @ \$29.64; Jacob Kumpf @ \$28.91; Joshua Lee @ \$29.64; Jonathan Lemke @ \$46.22; Ermelinda Marcuson @ \$33.53; Brandon Mills @ \$33.53; Anthony Sorensen @ \$35.23; Tammy Spellman @ \$20.97; Erin Spencer @ \$30.38; Sandra Woytassek @ \$32.71; Lynn Zacher @ \$25.55; Aleigha Allison @ \$23.15; Keith Baker @ \$38.88; Payton Beidler @ \$22.59; Neil Bittner @ \$27.52; Chantz Burcham @ \$23.73; Riley Burnett @ \$23.15; Alexandra Chavez-Alvarez @ \$18.09; Alex Conn @ \$23.73; Hope Conn @ \$39.86; Kyle Couchey @ \$27.52; Sylvester David @ \$18.09; Daniel Dow @ \$23.73; William Esser @ \$24.32; Caden Galbraith @ \$23.15; Chase Galbraith @ \$24.32; Karry Geuther @ \$23.15; Logan Hanson @ \$23.15; Taylor Harman @ \$25.55; Mitchell Henjum @ \$23.15; Hunter Holweger @ \$23.73; David Hunter @ \$27.52; Emily Jacobs @ \$24.32; Michael Janes @ \$22.59; Abby Jones @ \$20.97; Kent Karlen @ \$27.52; Christopher Klingensmith Jr. @ \$23.15; Scott Kolb @ \$27.52; Jeffrey Leinen @ \$23.73; Mary Jane Lunzman @ \$22.59; James Marnette @ \$25.55; Alexis Marrero Rodriguez @ \$23.15; Jeree Meyers @ \$27.52; Cynthia Mitchell @ \$31.91; Cody Richards @ \$24.93; Tyler Richards @ \$24.32; Jonathan Roberson @ \$24.32; Angela Senger @ \$27.52; Nathan Smith @ \$36.11; Christopher Travis @ \$23.15; Micah Trollen @ \$23.15; Jerremias Vega @ \$29.64; Brittany Watts @ \$24.93; Steven Westby @ \$27.52; Wyatt Youngblom @ \$23.15; Terrence Evans @ \$37.01; Makendra Ochsner @ \$28.21; Russell Ochsner @ \$28.91; Jacob Carrillo @ \$24.93; Kymberly Gasser @ \$24.32; Julie Hermansen @ \$22.59; Troy Knebel @ \$29.64; Jennifer Kolb @ \$24.93; Johann Kolb @ \$24.93; Samiuela Mounga @ \$30.38; Rhaecine Sam @ \$24.32; Savanna Simon @ \$24.32; Caid Stevens-Verzani @ \$24.32; Jason Stichk @ \$24.32; Joel Torigian @ \$23.73; Stacie Wasem @ \$31.14; Ellie Weinmeister @ \$24.93; Patricia Kendall @ \$34.37; Brandon Duxbury @ \$28.21; Jennifer Hopkins-Entzel @ \$18.90; Levi Margolies @ \$18.90; Marianne Martilaa-Klipfel @ \$26.19; Alaina Perry @ \$23.73; Jessica Puente Castro @ \$24.93; Sherri Rawstern @ \$26.85; Rachel Kippley @ \$39.86; McKenzie Bierman @ \$32.71; Joe Kaven @ \$25.55; Jason Kumpf @ \$24.32; Misty Dosch @ \$22.04; Sara Hartje @ \$26.85; Chris Hemen @ \$31.14; Cliften Bader @ \$48.56; Dorion 'Chris' Anderson @ \$28.91; Ronald Keller @ \$28.91; Dirk Rogers @ \$48.56; Jerome Akin @ \$25.55; Jerry Bjerke @ \$25.55; Cindy Eppard @ \$24.32; John Florey @ \$32.65; Charles Gruenstein @ \$25.55; Matthew Heupel @ \$32.71; Casey Jensen @ \$28.21; Nicholas Juenger @ \$28.21; Joseph Keough @ \$24.93; Kyle Kost @ \$25.55; Bernel Lee @ \$23.15; Gerald Lehrkamp @

\$28.21; Joshua Matthews @ \$32.71; Brad Nehlich @ \$26.85; Darrin Olson @ \$24.32; John Peterson @ \$24.32; Kurt Pigors @ \$28.21; Michael Rohrbach @ \$28.21; Jeffrey Seiler @ \$26.19; Joshua Ulmer @ \$26.19; Paul Wipf @ \$28.91; Dean Zumbaum @ \$28.21; Kenton Jones @ \$43.99; Sarah Jesz @ \$37.01; Dawn Allam @ \$32.71; James Bisset @ \$24.32; Ian Cole @ \$24.32; Jill Crosby @ \$28.91; Aaron Gasser @ \$32.71; Junia Hofer @ \$24.32; Kaylene Holzer @ \$24.93; Sierra Kamin @ \$28.91; Nichole Krenz @ \$28.21; MaKayla Madsen @ \$28.21; Haydn Podoll @ \$29.64; Abigail Rang @ \$24.32; Tonya Walth @ \$31.91; Heather Wilkinson @ \$24.32; Scott Meints @ \$39.86; Patti Woods @ \$32.71; Ryan McClain @ \$28.91; Henry Fulda @ \$19.45; Michael Scott @ \$39.86; Jarell Arndt @ \$27.52; Robert Baumgartner @ \$28.21; William Bishop @ \$19.48; Jason Kallenberger @ \$28.21; Rhonda Kvernevig @ \$20.27; Terry Lout @ \$28.21; Mark Milbrandt @ \$20.27; Hunter Miller @ \$20.27; Tobias Stugelmayer @ \$20.27; Walter Wageman @ \$19.48.

All members present voting aye. Motion carried.

TRAVEL REQUESTS:

Moved by Commissioner Wiese, seconded by Dennert to approve the following Travel Requests: Bryan Gordon, Sheriff's Office to attend 2026 Sex Offender Registration Conference on April 7-9, 2026 in Deadwood; Terry Evans, Sheriff's Office to attend Court Safety & Security Conference on March 23-26, 2026 in Appleton, WI; Brandon Mills, Sheriff's Office to attend Leading Without Rank: The Emerging Leader on March 19, 2026 in Vermillion. All members present voting aye. Motion carried.

CLAIM ASSIGNMENTS:

Moved by Commissioner Dennert, seconded by Wiese to approve and authorize Auditor Heupel to sign the Claim Assignments against individuals to Credit Collections Bureau for the purpose of collecting liens. All members present voting aye. Motion carried.

OTHER BUSINESS:

Chairman Sutton shared that there will be no Commission meeting on Tuesday, December 23, 2025 due to the Christmas Holiday.

Senator, Carl Perry informed the Commission of the Youth Awards given out by the Exchange Club of Aberdeen for December: Youth Citizen Awards went to Hattie Anderson & Elaina Eckardt from Aberdeen Roncalli; Ava Schwan & Bennett Brenner from Holgate; Grace Preszler & Abigail Johnson from Simmons and Reagan Jett from Aberdeen Christian. Youth of the Month Awards went to Grace Steger from Aberdeen Central; Gianna Madsen from Aberdeen Roncalli and Danial Opdahl from Aberdeen Christian.

EXECUTIVE SESSION:

Moved by Commissioner Wiese, seconded by Dinger to go into Executive Session per SDCL 1-25-2 for Personnel. All members present voting aye. Motion carried.

Chairman Sutton declared the Executive Session closed with No Action taken.

CORONER YEARLY UPDATE:

Brian Koenigs, Coroner met with the Commission to report on his first year as Brown County Coroner. He informed the Commission that he had 81 Death Investigations, which included some Blood Draws for Toxicology; Autopsies; SD Violent Death Reports and Unintentional Drug Overdose Reports. In addition, Brian has completed 40 hours of Training and used only 4 days of Deputy Coroner On Call Pay. This year he purchased a new Van, Gurney and Scoop.

ADJOURNMENT:

Moved by Commissioner Wiese, seconded by Dennert to adjourn the Brown County Commission at 10:04a.m. All members present voting aye. Motion carried.

Lynn Heupel, Brown County Auditor

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