

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

\*\* unapproved draft minutes\*\*

De Smet, South Dakota

March 21, 2023

The Kingsbury County Board of County Commissioners met Tuesday, March 21, 2023, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Roger Walls, Steve Spilde, Corey Lundquist, Kyle Lee and Doug Kazmerzak present. Chairman Kazmerzak presided.

Attending via Zoom were Tammy Anderson - Director of Equalization, and Amy Halverson- Kingsbury Journal

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Motion by Spilde and seconded by Lee to approve the agenda. All present voting aye. Motion carried.

MINUTES

One spelling correction for March 7, 2023 minutes.

Motion by Lundquist and seconded by Spilde to approve the minutes from March 7, 2023, with one spelling correction. All present voting aye. Motion carried.

PUBLIC COMMENT

Chairman Kazmerzak asked for public comment. There was none.

CONFLICT OF INTEREST

Chairman Kazmerzak asked the Board if there was any conflict of interest. There was none.

HIGHWAY

Dave Sorenson, Highway Superintendent, was unable to attend.

Chairman Kazmerzak provided an update on highway matters.

The Board discussed the purchase of a 2017 used CAT blade with a purchase price of \$283,394.00. There would be payments of \$76,933.78. This includes a 5yr/5,000 hr. warranty.

Motion by Spilde and seconded by Lee to give Sorenson authority to enter into an agreement to purchase a 2017 used CAT blade for \$283,394.00, payments of \$76,933.78 and a 5yr/5,000 hr warranty. All present voting aye. Motion carried.

#### AUDITOR

Echo Steffensen, Auditor, informed the Board that the 1<sup>st</sup> reading for Ordinance 66, An Ordinance for State and Federal Criminal Background Investigations For Applicants For County Employment would need to be rescheduled for the April 4, 2023 meeting due to needing to meet the publication date requirements.

Steffensen read an email from Governor Noem proclaiming Good Friday and Easter Monday as an administrative holiday for state employees. The county policy is to recognize any proclaimed holidays given by the Governor of South Dakota. It was the consensus of the Board that the policy would be followed, and the courthouse would be closed both days.

#### APPROVE CLAIMS

Motion by Lundquist and seconded by Walls that the following claims presented to the Board for consideration be approved and the County Auditor be directed to issue warrant checks for payment of same. All present voting aye. Motion carried.

1ST DIST ASSC OF LOCAL GOVT. 7000.00 PROFESSIONAL SERVICES, HAMLIN COUNTY  
112.00 TRAVEL/CONF, MEYER AUCTION SERVICE, LLC 25650.00 VEHICLE PURCHASE  
DOE, SD DEPT OF REVENUE 139844.24 02/2023 STATE REMITTANCE, SDACC 330.00  
TRAVEL/CONFERENCE, SD ASSOC OF COUNTY OFFICIALS 220.00 TRAVEL/CONFERENCE,  
CINDY BAU 74.00 UTILITIES, BAU PLUMBING & HEATING 96.00 REPAIRS, CENTURY  
BUSINESS PRODUCTS 59.15 SUPPLIES, CENTURYLINK 239.01 UTILITIES,  
CENTURYLINK 168.88 UTILITIES, COOK'S WASTEPAPER & RECYCLING 63.13  
UTILITIES, COOK'S WASTEPAPER & RECYCLING 463.33 UTILITIES, DEAN STEFFENSEN  
14.00 TRAVEL, TIM HARTY 14.00 TRAVEL, GREG HESBY 14.00 TRAVEL, CARYN HOJER  
59.61 SUPPLIES, INFOTECH SOLUTIONS 2748.50 PROFESSIONAL SERVICES,  
INTERLAKES COMMUNITY ACTION 417.17 COMMUNITY SERV WORKER-MARCH, JEREMY  
JENSEN 14.00 TRAVEL, KEVIN CURD 14.00 TRAVEL, KINGSBURY ELECTRIC COOP  
752.00 UTILITIES, MICHAEL SHEA 14.00 TRAVEL, NORTHWESTERN ENERGY 1160.46  
UTILITIES, NORTHWESTERN ENERGY 2249.76 UTILITIES, OTTERTAIL POWER COMPANY  
260.88 UTILITIES, OTTERTAIL POWER COMPANY 1914.36 UTILITIES, SD PUBLIC  
HEALTH LABORATORY 40.00 PROFESSIONAL SERV, QUILL 264.22 SUPPLIES, SCOTT  
COUGHLIN 14.00 TRAVEL, SDACES 15.00 DUES, TYLER TECHNOLOGIES, INC. 6370.99  
PRO SERVICES,

DOE

Tammy Anderson, Director of Equalization, discussed the upcoming Equalization Boards on April 11, 2023. Anderson provided an overview of the appeal process to the Board.

Anderson informed the Board the County was the successful bidder on the pickup discussed at the February 21, 2023 meeting.

Anderson presented a request to abate the 2022 taxes due 2023 for record #7800. The property status should be changed to owner occupied.

Motion by Lundquist and seconded by Lee to abate the 2022 taxes due 2023 on record #7800 due to change of property status. All present voting aye. Motion carried.

Lonny Palmlund, Maintenance, joined the meeting.

Palmlund and Anderson informed the Board the Laura Ingalls Memorial Society wanted to take possession of the valuation records currently stored in the basement vault. The Society requested all the records and would provide volunteers to help remove them.

Motion by Lee and seconded by Spilde to allow the Laura Ingalls Memorial Society to take possession of the valuation records. All present voting aye. Motion Carried.

#### REGISTER OF DEEDS

Caryn Hojer, Register of Deed, met with the Board to update the Board on IT matters.

Hojer presented a warranty renewal with Infotech for the courthouse server for the amount of \$300.00.

Motion by Spilde and seconded by Lundquist to accept the warranty renewal with Infotech and to have Hojer sign said renewal. All present voting aye. Motion carried.

Hojer informed the Board Infotech recommends the courthouse server to be replaced in 2025 and the estimated cost would be approximately \$10,000.00 with the warranty cost also increasing to approximately \$500.00.

#### EMERGENCY MANAGEMENT

Cindy Bau, Emergency Management, met with the Board to update them on office matters.

Bau presented the Board with the renewal for Tango/Tango. The county budgeted \$8,500.00 to pay toward the renewal for the 11 departments that participate. The renewal cost is \$14,528.00.

Motion by Lee and seconded by Lundquist to approve the payment of \$8,500.00 towards the renewal of Tango/Tango. All present voting aye. Motion carried.

Bau informed the Board ALICE training for employees is scheduled for April 4, 2023 3:00-5:00 P.M. The courthouse will close at 3:00 P.M. The treasurer's office will close at 2:00 P.M. to allow for end of day processing.

Bau informed the Board the weather school for 2023 will be held at the Campus Center in Huron on April 5, 2023 at 7:00 P.M.

Bau requested travel approval to Sioux Falls on March 27, 2023 for a weather school and to Huron on April 5, 2023.

Motion by Walls and seconded by Spilde to approve the travel request for Bau to travel to Sioux Falls on March 27, 2023, and Huron on April 5, 2023. All present voting aye. Motion carried.

#### OPEN DISCUSSION

The Board discussed the need for load limits on the county roads. Chairman Kazmerzak questioned if they should be placed earlier than the last week of March. It was the consensus of the Board to leave the posting at the last week of March.

#### HR CONSULTANT

Natalie Remund, HR Consultant presented the proposed Sick Leave Bank policy with edits from the March 7, 2023 meeting.

Commissioner Lundquist requested to add "significant other" to the definition of family member.

Motion by Walls and seconded by Lundquist adopt the Sick Leave Bank policy with the addition and to make it effective as of April 1, 2023. All present voting aye. Motion carried.

#### STATES ATTORNEY

Gary Schumacher, State's Attorney, met with the Board to introduce Sovanna Beekman, the new Victim Witness Coordinator.

Beekman, Victim Witness Coordinator, joined the meeting via Zoom.

Beekman introduced herself and provided her background information. The Board discussed with Beekman her transition to the position and plans moving forward.

Schumacher informed the Board a new resolution would need to be adopted to allow Beekman to attend grand jury. The Board will address this resolution at the April 4<sup>th</sup> meeting.

Schumacher requested to increase the wage of the paralegal with the States Attorney office.

Motion by Lee and seconded by Spilde to increase the paralegal wages to \$17.00 per hour. All present voting aye. Motion carried.

#### HUMAN RESOURCES

Remund, Human Resources, presented a new Employee Evaluation Form.

Employee evaluations will be scheduled for April Board meetings.

Remund requested to move into executive session for contract negotiations.

Chairman Kazmerzak informed all Zoom attendees that no action would be taken after the executive session and the meeting would adjourn immediately following.

Motion by Lee and seconded by Spilde to adjourn from regular session and move into executive session for contract negotiations at 11:26 A.M. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Spilde to adjourn from executive session. Chairman Kazmerzak declared the Board out at 11:43 A.M.

Motion by Lee and seconded by Spilde to adjourn from regular session and move into executive session for personnel at 11:43 A.M. All present voting aye. Motion carried.

The Board adjourned to Tuesday, April 4, 2023, at 8:30 A.M.

SIGNED

\_\_\_\_\_  
Doug Kazmerzak, Chairman

ATTEST

\_\_\_\_\_  
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of \_\_\_\_\_.