

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota

July 6, 2023

The Kingsbury County Board of County Commissioners met Thursday, July 6, 2023, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Roger Walls, Steve Spilde, Doug Kazmerzak and Corey Lundquist present. Chairman Kazmerzak presided.

Also in attendance, Natalie Remund, Human Resource Consultant.

Attending via Zoom were Michelle Longville - Treasurer, Steve Strande - Sheriff, and Amy Halverson - Kingsbury Journal.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Echo Steffensen, Auditor, requested to add to the agenda a request for compensatory time for Extension, the request to void and reissue two warrant checks and remove DOE under the Budget discussions.

Motion by Walls and seconded by Lundquist to approve the agenda as edited. All present voting aye. Motion carried.

MINUTES

Motion by Lundquist and seconded by Spilde to approve the minutes of June 20, 2023. All present voting aye. Motion carried.

APPROVE CLAIMS

Motion by Lundquist and seconded by Spilde 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.

ACE GROUP LLC 3271.88 SUPPLIES, AVERA OCCUPATIONAL MEDICINE-MI 252.00
PROFESSIONAL SERVICES, RONALD BLACHFORD 653.03 REPAIRS AND MAINTENANCE,
BOWES CONSTRUCTION, INC 107389.82 PATCHING, BROOKINGS COUNTY SHERIFF'S OFF
950.00 PRISONER CARE, BUTLER MACHINERY COMPANY 1016.52
REPAIRS/MAINTENANCE/SUPPLIES, CENTURY BUSINESS PRODUCTS 591.52
PROFESSIONAL SERVICES, CENTURLINK 395.19 UTILITIES, DEVON KAY CLUBB
510.00 PROFESSIONAL SERVICES, CLUBHOUSE HOTEL & SUITES-PIERR 1236.72
TRAVEL, COLES PETROLEUM 22117.53 FUEL, COWBOY COUNTRY STORE-DESMET 97.05

SUPPLIES, CREATIVE PRINTING 1054.25 SUPPLIES, DANR- FISCAL OFFICE 250.00
 PROFESSIONAL SERVICES, DE SMET FARM MUTUAL 5672.21 PROPERTY INSURANCE,
 AVERA DESMET HOSPITAL 144.00 PROFESSIONAL SERVICES, DE SMET WELDING 416.76
 REPAIRS/MAINTENANCE, DIAMOND MOWERS LLC 514.25 SUPPLIES, BRANDON DUFFY
 125.00 CORONER, FEDEX 36.34 PROFESSIONAL SERVICES, FLOWERS BY BETSY 45.79
 FLOWERS, FONDER EXCAVATIND & DIRTWORK L 110180.00 REVOLVING LOAN PROCEEDS,
 GALLS, LLC 173.16 UNIFORMS, HARTLAND TOWNSHIP TREASURER 500.00 WEED GRANT
 REIMBURSEMENT, CITY OF HURON 3997.31 APRIL 2023 911 SURCHARGE, INTERSTATE
 POWER SYSTEMS 791.44 REPAIRS/MAINTENANCE, INTERLAKES COMMUNITY ACTION
 417.17 06/23 COMMUNITY SERV WORKER, INTERSTATE BATTERY 240.95 SUPPLIES,
 INTERSTATE BATTERY 226.95 REPAIRS/MAINTENANCE, JOE JENSEN 175.95 TRAVEL,
 JOHN DEERE FINANCIAL 879.62 SUPPLIES, KINGSBURY JOURNAL 210.00 PUBLISHING,
 KINGSBURY JOURNAL 741.16 PUBLICATIONS, LINDE GAS & EQUIPMENT INC 181.53
 SUPPLIES, MICHELLE LONGVILLE 80.00 REIMBURSEMENT PO BOX FEE, MAYNARD'S
 FOOD CENTER 3.98 SUPPLIES, DIANNE MULDER 180.14 TRAVEL, MULTI BUSINESS
 SOLUTIONS, INC 2150.00 PROFESSIONAL SERVICES, EASTLINE SUPPLY 294.25
 SUPPLIES, NDAА INSURANCE SERVICES 2659.00 INSURANCE, O'KEEFE IMPLEMENT
 977.76 SUPPLIES, O'KEEFE IMPLEMENT 65.97 SUPPLIES, OFFICE PEEPS INC
 1418.32 SUPPLIES, PHEASANTLAND INDUSTRIES 547.73 SUPPLIES, LYNN POPHAM
 169.88 JUDGE FEES, SD PUBLIC HEALTH LABORATORY 140.00 PROFESSIONAL
 SERVICES, QUILL 253.50 SUPPLIES, RAMKOTA HOTEL & CONFERENCE CTR 82.00
 TRAVEL, REDWOOD TOXICOLOGY LABORATORY 433.63 SUPPLIES, RFD NEWS GROUP
 523.30 PUBLISHING, RFD NEWS GROUP 42.00 PUBLISHING, RICH'S GAS & SERVICE
 66.50 SUPPLIES, LEROY ROTH 650.00 REPAIRS/MAINTENANCE, RUNNING SUPPLY INC.
 164.97 SUPPLIES, SDACC 665.00 PROFESSIONAL SERVICES, SPENCER QUARRIES/
 30667.46 SEALING, STEVENS CONSTRUCTION, LLC 1295.49
 REPAIRS/MAINT/SUPPLIES, THE LODGE AT DEADWOOD 208.00 TRAVEL, TRANSOURCE
 1833.56 REPAIRS/MAINTENANCE/SUPPLIES, TRUENORTH STEEL 1311.75 CULVERTS,
 TRUSTWORTHY HARDWARE 45.33 SUPPLIES, TRUSTWORTHY HARDWARE 65.12 SUPPLIES,
 TWO WAY SOLUTIONS, INC. 283.49 TANGO/TANGO REPAIR, USPS (POSTAGE-BY-PHONE)
 1000.00 SUPPLIES, VERIZON 209.00 UTILITIES, DE SMET VETERINARY SERVICE
 48.56 DOG SUPPLIES, VISA 501.73 SUPPLIES/PRO SERV, WARD'S STORE & BAKERY
 20.00 SUPPLIES, WILKINSON & SCHUMACHER LAW 6500.00
 REPAIRS/SUPPLIES/UTILITIES, WILKINSON & SCHUMACHER LAW 2750.00 PRO
 SERV/REPAIR/SUPPL/UTILITIES

END OF MONTH

COURTHOUSE SALARIES	\$97,012.64
HIGHWAY SALARIES	45,477.30

PAYROLL DEDUCTIONS

Wellmark Health Plan	32,366.17
Three Fivers Benefits	6,090.53
AFLAC	1,308.26
AFLAC	334.62
Reliance Life Insurance	186.76
Aflac Dental	1,481.34
Beam Vision	254.96

SD Retirement Supplement Pretax	212.50
SD Retirement System	20,662.52
SD Retirement Supplement	785.00
AFSCME	93.04
Kingsbury County	41,503.01

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

Doug Kazmerzak, Chairman, provided an update on highway matters.

Kazmerzak informed the board that the highway department would finish up paving soon and start sealing next week.

Other items discussed: new motor grader had arrived, new truck was also in, the road haul agreement for Riverview is being addressed, and other road improvements.

Echo Steffensen, Auditor, informed the Board lighted stop signs for the intersection of 450th Ave and 200th St in Badger would cost approximately \$100-150.00.

The Board discussed the type of stop signs that would be most effective and invited Deputy Jenkins in for his opinion. Deputy Jenkins recommended a sign with a flashing red light. Jenkins also suggested that signs warning of speed limit reduction and stop sign ahead would help.

Motion by Spilde and seconded by Walls to purchase and place 2 stop signs with flashing red lights at the intersection of 450th Ave and 200th St in Badger. All present voting aye. Motion carried.

Steffensen presented the Lease with Option to Purchase agreement with CAPFIRST on the 2017 Caterpillar 12M3 Motor Grader for approval and for Chairman Kazmerzak to sign.

Motion by Walls and seconded by Lundquist to accept the Lease with Option to Purchase agreement with CAPFIRST for the 2017 Caterpillar 12M3 Motor Grader and for the Chairman to sign said contract. All present voting aye. Motion carried.

MAINTENANCE

Lonny Palmlund, Maintenance, met with the Board to update them on Courthouse matters.

Palmlund provided information to the Board on upcoming projects. Estimates will be requested to be presented to the Board at a future meeting.

TREASURER

Michelle Longville, Treasurer, met with the Board to provide office updates and for a travel request.

Longville requested authorization to travel to Pierre, SD on August 2, 2023, for training on Ultra. The Board discussed sending more than one from the office.

Motion by Lundquist and seconded by Walls to approve the travel request for the Treasurer and for the request to include whoever from the office that Longville feels necessary to attend and to close the office if necessary. All present voting aye. Motion carried.

Longville updated the Board on current CD renewals and research being done on a sweep account.

PLANNING AND ZONING

Joe Jensen, Planning and Zoning Commission, joined the meeting.

Jensen updated the Board on a request from the Board at a prior meeting concerning a fence Kingsbury Electric was installing. The property that Kingsbury Electric is on is not annexed into the city of De Smet due to a deal made when the building was built. Therefore, the property would follow all County requirements for building permits, etc.

Jensen requested to move into executive session for personnel.

Motion by Lundquist and seconded by Spilde to adjourn from regular session and move into executive session for personnel at 10:30 A.M. All present voting aye. Motion carried.

Chairman Kazmerzak declared the Board out of executive session and back into regular session at 10:48 A.M.

HUMAN RESOURCES

Natalie Remund, Human Resource Consultant, met with the Board to update them on the status of the Personnel Policy Manual. Remund informed the

Board that the Department Heads would be reviewing the changes before the final version is discussed with the Board.

Remund asked the Board for their opinion on changing the way travel requests are made. Remund suggested any travel requests for educational purposes be approved through a resolution at the beginning of the year instead of on a case-by-case basis. The Board decided to table the discussion until the full Board was present.

Remund recommended the Board budget for a wage scale study. The study could cost between \$20,000 and \$40,000. The Board asked Remund to put together a sample Request for Proposal for their review before moving forward.

OFFICE REPORTS The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of June 2023 were reviewed by the Board. Motion by Lundquist and seconded by Spilde that the Auditor's report with the Treasurer as of the close of business June 30, 2023, be accepted as follows. All present voting aye. Motion carried.

Cash on Hand	\$ 2,164.58
Checks in Treas. Possession less than 3 days	18,212.10
Credit Card	1,585.67
Uncollected Credit Cards	347.50
Cash Short	0.01
Demand Deposits	48,529.33
Savings Account	3,257,357.62
Revolving Loan Fund	187,100.61
Big Ditch MM	353,220.54
Time Deposits	1,657,523.80
TOTAL	5,526,041.76

BREAKDOWN OF MONEY BY FUNDS

County General Fund	3,315,457.02
Special Revenue Funds (Road & Bridge, E911 Fund CH Bldg, Revolving Loan, Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund American Rescue, Rural Infrastructure)	1,552,486.32
Drainage Ditch #4	165,746.79
Drainage Ditch Debt Service Cash	6,999.98
Amount held for School Dist.	56,192.40
Amount held for Townships	94,356.88
Amount held for Cities	27,341.28

Amount held for East Dakota Water Dist.	139.94
State Remittance	214,891.10
Amount held for others	92,430.05
TOTAL	\$5,526,041.76

EXTENSION/4-H

Abbigale Steeke, 4-H Youth Program Advisor and Kathy DeDyne, 4-H Office Administrative Assistant, met with the Board to discuss the 2024 Budget request and office updates.

Steeke requested approval for DeDyne to work extra time as needed for Achievement Days which could result in an accumulation of more than 20 hours compensatory time per policy.

Motion by Spilde and seconded by Walls to approve DeDyne to work as needed for Achievement Days and allow the accumulation of compensatory time per policy. All present voting aye. Motion carried.

Commissioner Lundquist left the meeting at 12:00 P.M.

Steeke requested to move into executive session for personnel.

Motion by Walls and seconded by Spilde to adjourn from regular session and move into executive session at 12:04 P.M. All present voting aye. Motion carried.

Chairman Kazmerzak declared the Board out of executive session and back into regular session at 12:20 P.M.

AUDITOR

Echo Steffensen, Auditor, updated the Board on office matters.

Steffensen requested authorization to void and replace warrant checks 57935 in the amount of \$15.88 and 59981 in the amount of \$399.52.

Motion by Spilde and seconded by Walls to grant the Auditor authorization to void and replace warrant checks 57935 in the amount of \$15.88 and 59981 in the amount of \$399.52. All present voting aye. Motion carried.

HUMAN RESOURCES

Remund requested to move into executive session for personnel.

Motion by Spilde and seconded by Walls to adjourn from regular session and move into executive session at 12:25 P.M.

Chairman Kazmerzak declared the Board out of executive session at 1:22 P.M.

The Board adjourned to Tuesday, July 11, 2023, at 9:00 A.M.

SIGNED _____
Doug Kazmerzak, Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.