

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONER

De Smet, South Dakota  
October 8, 2024

The Kingsbury County Board of County Commissioners met Tuesday, October 8, 2024, at 8:30 AM in the Courtroom of the County Courthouse with Commissioners Kyle Lee, Roger Walls, Corey Lundquist, and Troy Nelson present. Commissioner Spilde attended via Zoom. Chairman Lee presided.

Also in attendance was Barbara Brosvik Paulson, States Attorney Paralegal, Joe Jensen, Planning and Zoning and Doug Kazmerzak.

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

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance

APPROVE AGENDA

Chairman Lee asked if there were any additions to the agenda. Echo Steffensen, Auditor, requested to add Abbi Steeke - 4-H Program Advisor at 10:45 A.M. an information only update on the County health insurance. Commissioner Lundquist requested to move the 9:15 A.M. executive session for personnel to coincide with the one scheduled for 11:30 A.M.

Motion by Lundquist and seconded by Walls to approve the agenda with the stated additions and changes. All present voting aye. Motion carried.

MINUTES

Motion by Lundquist and seconded by Spilde to approve the minutes of September 3, 2024. All present voting aye. Motion carried.

Motion by Walls and seconded by Lundquist to approve the minutes of September 24, 2024. All present voting aye. Motion carried.

PUBLIC COMMENT

Chairman Lee asked for public comment. There was none.

CONFLICT OF INTEREST

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

APPROVE CLAIMS

Motion by Spilde and seconded by Nelson 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.

ANDERSON LUMBER, LLC 2258.11 GEN BUILDING -SUPPLIES, APPEARA 195.62  
SUPPLIES, ASPHALT PAVING & MATERIALS 6812.45 PATCHING, AT&T 99.98  
UTILITIES, BADGER OIL COMPANY 1487.10 SUPPLIES/FUEL/UTILITIES, CINDY BAU  
60.00 UTILITIES, BEADLE COUNTY AUDITOR 80.00 PROFESSIONAL SER, BEADLE  
COUNTY SHERIFF 3515.00 PRISONER CARE, BROOKINGS COUNTY SHERIFF'S OFF  
6649.53 PRISONER CARE, JEFF BURNS 380.00 COURT APPT ATTORNEY FEES, BUTLER  
MACHINERY COMPANY 1213.41 SUPPLIES/REPAIRS/MAINTENANCE, CENTURY BUSINESS  
PRODUCTS 385.17 PROFESSIONAL SERVICES, CITY OF DESMET 222.64 UTILITIES,  
COWBOY COUNTRY STORE-DESMET 43.87 FUEL, CR CORNER LLC 35.00 SUPPLIES,  
AVERA DESMET HOSPITAL 240.00 PROFESSIONAL SERV, DE SMET WELDING 215.41  
REPAIRS/SUPPLIES, DIAMOND MOWERS LLC 679.17 SUPPLIES, ELECTION SYSTEMS &  
SOFTWARE IN 3000.53 ELECTION EXPENSE, FARM & HOME PUBLISHERS 780.00  
SUPPLIES, FLEET PRIDE 401.10 SUPPLIES, G & R CONTROLS, INC 2175.00 GEN  
BLDG - SUPPLIES, HEIMAN FIRE EQUIPMENT 49.00 SUPPLIES, HILLSBOROUGH CO  
SHERIFF 70.00 PERS SERV- 2ND PROP SERVICE, ELAINE HILTON 160.00 PRO  
SERVICES, CARYN HOJER 510.50 TRAVEL FALL CONVENTION, CITY OF HURON 6252.89  
PROFESSIONAL SERVICES, JOE JENSEN 242.35 TRAVEL, JOHNSON SAND & GRAVEL  
100.00 MAINT/REPAIRS, KINGBROOK RURAL WATER 43.05 UTILITIES, KINGSBURY  
JOURNAL 2296.63 PUBLISHINGS, KINGSBURY JOURNAL 10.32 PUBLICATIONS,  
KINGSBURY COUNTY SHERIFF 20.55 SUPPLIES, LINCOLN COUNTY 1126.58 BMI, LINDE  
GAS & EQUIPMENT INC 230.11 SUPPLIES, MARSHALL & SWIFT 2331.10 PROFESSIONAL  
SERVICES, MCLEODS PRINTING & OFFICE SUPP 371.18 SUPPLIES, MIDWEST RADAR &  
EQUIPMENT 287.00 REPAIRS, MULTI BUSINESS SOLUTIONS, INC 4500.00 HR  
PROFESSIONAL SERV, EASTLINE SUPPLY 55.67 REPAIRS, EASTLINE SUPPLY 167.14  
SUPPLIES, NIMBLE WASH, LLC 98.88 VEHICLE MAINTENANCE, O'KEEFE IMPLEMENT  
656.40 SUPPLIES, OFFICE PEEPS INC 4451.89 SUPPLIES/COPIER SER, OTTERTAIL  
POWER COMPANY 29.02 UTILITIES, PALMLUND AUTOMOTIVE 20.00 SUPPLIES, PRAIRIE  
AG PARTNERS 56.40 REPAIRS, PESTS B DEAD LLC 250.00 PRO SERVICES, SD PUBLIC  
HEALTH LABORATORY 200.00 PRO SERVICES, PURINTUN ABSTRACT & TITLE LLC  
600.00 PRO SERVICES, QUILL 410.73 SUPPLIES, RECHNAGEL CONSTRUCTION CO  
135000.00 GRAVEL, RFD NEWS GROUP 1299.72 PUBLISHINGS, RICHARD ABBAZIA  
100.00 MICHELLE MCCOMISH- PERS SERV, RUNNING SUPPLY INC. 199.98 SUPPLIES,  
S4 PROCESS SERVICE 110.00 GAYLE SCOTT- PERS SERV, LA RERS SCHAEFERS 169.54  
COURT INTERPRETER, SD DEPT OF TRANSPORTATION 883.20 BRIDGE INSPECTIONS, SD  
SHERIFF'S ASSOCIATION 270.00 SHERIFF-FALL CONFERENCE, SD ASSOC OF COUNTY  
OFFICIALS 294.00 FEES, SDN COMMUNICATIONS 917.00 PROSERVICES, ECHO  
STEFFENSEN 480.92 TRAVEL, STERN OIL COMPANY, INC. 19535.60 FUEL, STEVENS  
CONSTRUCTION, LLC 7854.85 REPAIRS/SUPPLIES, STEVE STRANDE 242.87 SUPPLIES,  
THOMSON REUTERS 924.00 PROFESSIONAL SERVICES, TK ELEVATOR CORP 210.80  
PROFESSIONAL SERVICES, TRANSOURCE 183.11 SUPPLIES, TRIPLE T GRAVEL & SAND

99184.50 GRAVEL, TRUSTWORTHY HARDWARE 583.62 SUPPLIES/REPAIRS, VERIZON  
 457.44 UTILITIES, VISA 637.21 SUPPLIES, VISA 658.54 SUPPLIES, DAVID  
 WHEELER 1080.10 CAA FEES, WW TIRE 628.56 REPAIRS, WW TIRE 2157.19  
 REPAIRS/MAINTENANCE, ZELL MANUFACTURING 38.74 SUPPLIES, KINGSBURY COUNTY  
 TREASURER 201.01 ADVANCE TAX, RICHARD ABBAZIA 100.00 PROFESSIONAL  
 SERVICES, HILLSBOROUGH COUNTY SHERIFF 70.00 PROFESSIONAL SERVICES, ORANGE  
 COUNTY SHERIFF 57.88 PROFESSIONAL SERVICES, PASCO COUNTY SHERIFF 40.00  
 PROFESSIONAL SERVICES, KINGSBURY COUNTY TREASURER 12.50 ADVANCE TAX

END OF MONTH

|                     |             |
|---------------------|-------------|
| COURTHOUSE SALARIES | \$68,025.09 |
| HIGHWAY SALARIES    | 30,448.17   |

PAYROLL DEDUCTIONS

|                                 |           |
|---------------------------------|-----------|
| Wellmark Health Plan            | 38,449.70 |
| Three Fivers Benefits           | 6,663.33  |
| AFLAC                           | 1,302.24  |
| AFLAC                           | 337.18    |
| Reliance Life Insurance         | 183.74    |
| Reliance Matrix Dental          | 1,909.50  |
| Reliance Matrix Vision          | 265.00    |
| SD Retirement Supplement Pretax | 637.00    |
| SD Retirement System            | 15,414.62 |
| SD Retirement Supplement        | 540.00    |
| AFSCME                          | 139.56    |
| Kingsbury County                | 28,681.97 |

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of September 2024 were reviewed by the Board. Motion by Lundquist and seconded by Walls that the Auditor's report with the Treasurer as of the close of business September 30, 2024 be accepted as follows. All present voting aye. Motion carried.

|  |                |
|--|----------------|
| Cash on Hand                                 | \$ 1,968.50    |
| Checks in Treas. Possession less than 3 days | 70,765.42      |
| Credit Card                                  | 488.00         |
| Demand Deposits                              | 118,505.73     |
| Savings Account                              | 3,320,016.74   |
| Revolving Loan Fund                          | 206,632.62     |
| Big Ditch MM                                 | 358,312.92     |
| Time Deposits                                | 1,657,523.80   |
| TOTAL  | \$5,734,213.73 |

BREAKDOWN OF MONEY BY FUNDS

|   |                |
|---|----------------|
| County General Fund                             | \$2,901,199.27 |
| Special Revenue Funds (Road & Bridge, E911 Fund |                |

|   |                |
|---|----------------|
| CH Bldg, Revolving Loan,<br>Emergency Management,<br>Domestic Abuse Funds<br>24/7 & M&P Fund<br>American Rescue, Rural<br>Infrastructure) | 1,986,599.48   |
| Drainage Ditch #4   | 164,713.64     |
| Drainage Ditch Debt Service Cash  | 10,503.07      |
| Amount held for School Dist.  | 275,510.33     |
| Amount held for Townships   | 117,956.95     |
| Amount held for Cities  | 62,664.85      |
| Amount held for East Dakota Water Dist.   | 814.95         |
| State Remittance  | 177,802.13     |
| Amount held for others  | 36,449.06      |
| TOTAL   | \$5,734,213.73 |

#### HIGHWAY

Dave Sorenson, Highway Superintendent, met with the Board to discuss highway matters.

Sorenson requested approval to in-place reprocessing of 2 miles on County Road 6 (Oldham Grade) this fall to prepare for the blotter process in 2025. The County would be able to piggyback off the Harding County bid at \$1.28 per square yard.

Motion by Walls and seconded by Nelson to approve in-place reprocessing of 2 miles on County Road 6 and to piggyback off the Harding County bid at \$1.28 per square yard. All present voting aye. Motion carried.

Sorenson presented right-of-way permits from Sioux Valley for electrical and Meyer services for drain tile for the Chairman's signature.

Motion by Lundquist and seconded by Nelson for the Chairman to sign said permits.

Sorenson requested travel approval to a conference in Aberdeen December 5-6, 2024.

Motion by Walls and seconded by Nelson to approve said travel. All present voting aye. Motion carried.

Sorenson presented an estimate of \$31,380.00 from LyCox Enterprises to purchase a second Walk'n'Roll packer/roller.

Motion by Lundquist and seconded by Spilde to approve the purchase of a Walk'n'Roll packer/roller from LyCox Enterprises for \$31,380.00. All present voting aye. Motion carried.

Sorenson requested approval of the Kingsbury County Five-Year Highway and Bridge Improvement Plan and for the Auditor to read the resolution 2024-22.

Motion by Lundquist and seconded by Walls to approve the Kingsbury County Five-Year Highway and Bridge Improvement Plan and for the Auditor to read the resolution.

Steffensen, Auditor, read the following resolution:

RESOLUTION 2024- 22

A RESOLUTION ADOPTING THE KINGSBURY COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan; and

WHEREAS, Kingsbury County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Kingsbury County held a public meeting on September 24, 2024 to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

NOW, THEREFORE, BE IT RESOLVED BY THE KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE KINGSBURY COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR KINGSBURY COUNTY.

Dated at De Smet, South Dakota this October 8, 2024

Motion by Spilde and seconded by Lundquist to accept and adopt Resolution 2024-2 and for Chairman Lee to sign the same.

All present voting via roll call. Lee - aye, Nelson - aye, Spilde - aye, Walls - aye and Lundquist - aye. Motion carried.

#### MAINTENANCE

Lonny Palmlund, Building and Grounds Superintendent, met with the Board to update them on current and upcoming building projects.

Palmlund presented an estimate for \$3,965.00 to replace the evaporator unit on the heating/cooling system as it was discovered there are pinhole leaks. The Board requested Palmlund to get a bid on a new unit before moving forward.

Palmlund requested to move into executive session for personnel.

Motion by Lundquist and seconded by Nelson to adjourn from regular session and move into executive session for personnel at 9:29 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 9:40 A.M.

#### AUDITOR

Steffensen presented the new travel reimbursement rates as of October 1, 2024. Mileage rates will increase to .67 per mile and reimbursement rates for lodging will increase to \$110.00 per night except for select counties. These are the new federal rates which the State of South Dakota adopted, and Kingsbury County's policy is to follow the state rates.

#### EMERGENCY MANAGEMENT

Cindy Bau met with the Board to update them on office matters. Bau stated the Haz Mat plan for Kingsbury County is complete.

Bau requested approval to purchase a computer for \$2024.97.

Motion by Lundquist and seconded by Nelson to approve the purchase. All present voting aye. Motion carried.

Bau informed the Board she would be needing to update her cell phone soon and stated the County has paid for half of the cost previously. No action was taken at this time.

Bau requested the Board consider a resolution to place a burn ban by herself and the chairman with the local fire departments input as was discussed earlier in the year.

The Board requested Barbara Brosvik Paulson, States Attorney Paralegal, follow up with Gary Schumacher, States Attorney to have a resolution prepared to be presented at the October 22, 2024 meeting.

#### AUDITOR/DIRECTOR OF EQUALIZATION

Steffensen presented a travel request from Tammy Anderson, Director of Equalization. Anderson requested approval for herself and the Deputy Director of Equalization to travel to Brookings on October 24, 2024 for a district meeting and for herself to travel to Oacoma on October 30, 2024 for an Education Committee meeting.

Motion by Nelson and seconded by Walls to approve the travel requests. All present voting aye. Motion carried.

#### SHERIFF

Shelly Strande, Sheriff Office Manager, informed the Board it was Domestic Violence Month, and she had received a request to put a Silent Witness display in the courthouse the week of October 14-18, 2024. It was the consensus of the Board to allow the display.

#### AUDITOR

Steffensen provided an update on the election and absentee voting. Steffensen discussed a back-up plan for tabulating ballots in case of a power outage.

#### COMMISSIONER OPEN DISCUSSION

The Board discussed implementing a Public Comment Policy using a model from Brookings County. Chairman Lee will review with the States Attorney and bring back for the Board to consider.

#### JERI ANDERSON- VANDER DUSSEN DAIRY

Eric and Laurie Casper also joined the meeting.

Jeri Anderson met with the Board to discuss the Vander Dussen Dairy Conditional Use permit. Anderson stated no construction work had begun therefore the permit had expired. The dairy had received a one-year extension June of 2023. Per County ordinance work must be started or the permit expires after one year. Anderson stated SD codified law requires materials should be on sight and/or construction must have started

Joe Jensen, Planning and Zoning stated the Vander Dussens had an excavation permit. They had done boring on the road, built an approach and parking pad, he considered that as starting construction.

Anderson stated SD Codified law requires materials on sight.

The Board consulted with Gary Schumacher, State's Attorney, via phone. Schumacher stated he would need to visit the property and investigate it further before stating an opinion.

The Board tabled the matter and requested the State's Attorney investigate it and present his opinion at the October 22, 2024 meeting.

#### 4-H/FAIRBOARD

Abbi Steeke, 4-H Advisor and Kathy De Dyne, 4-H Assistant, met with the Board to provide updates on Achievement Days and the State Fair. Steeke informed the Board it is National 4-H Week October 7-11, 2024 and they had placed a display in the first-floor lobby of the Courthouse.

#### BOARD OF ADJUSTMENT

Motion by Nelson and seconded by Lundquist to adjourn from regular session and move into Board of Adjustment at 11:00 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of Board of Adjustment and back into regular session at 11:18 A.M.

#### HUMAN RESOURCES

Natalie Remund, Human Resources Consultant, presented updates to the Kingsbury County Employee Policy Manual for the Board to consider.

The changes included Pay Policy, Nursing Mothers Policy, County Credit Card Policy and Performance Evaluation Policy.

Motion by Lundquist and seconded by Nelson to approve the policy manual updates with minor changes to the Performance Evaluation Policy as discussed. All present voting aye. Motion carried.

#### TREASURER

Michelle Longville, Treasurer, met with the Board to update them on office matters.

Longville provided an update on properties at Lake Thompson which are on the delinquent tax list. Longville stated the properties are no longer under water and there was interest in buying the properties. Longville requested permission to move forward with the process of taking a tax deed. It was the consensus of the Board to do so.



Longville discussed changing the fee for a complete tax file from the Treasurer's office to bring it more in line with the Director of Equalization and other counties fees. The Board asked her to prepare a proposed fee schedule and present it to them for approval.

Longville informed the Board that with the upcoming motor vehicle system changes a Multi-Factor Identification tool would be needed by the employees in her office. Cell phones can be used but are not convenient. Longville suggested UBI Keys should be used. The Board requested her to develop a department policy which includes the keys would not leave the office.

Longville provided further information on other properties on the delinquent tax list. Longville stated she was waiting for information from the State's Attorney. The Board suggested Longville and Gary Schumacher, State's Attorney, present updated information at the October 22, 2024 meeting.

#### HUMAN RESOURCES

Remund requested to move into executive session for personnel.

Motion by Nelson and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 12:30 P.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 2:23 P.M.

The Board adjourned to Tuesday, October 22, 2024, at 8:30 A.M.

SIGNED

\_\_\_\_\_  
Kyle Lee, Chairman

ATTEST

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

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