

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota
January 13, 2022

The Kingsbury County Board of County Commissioners met Friday, January 13, 2023, at 8:30 AM in the Courtroom of the County Courthouse with Commissioners Roger Walls, Corey Lundquist, and Doug Kazmerzak present. Kyle Lee attended via Zoom. Also in attendance was Natalie Rehmund, HR Consultant.

Attending via Zoom was Tammy Anderson - Director of Equalization.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance

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.

APPROVE AGENDA

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

EXECUTIVE SESSION

Motion by Walls and seconded by Lundquist to adjourn from regular session and move into executive session for contract negotiations at 8:36 A.M. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Lee to adjourn from executive session. Chairman Kazmerzak declared the Board out at 11:35 A.M.

Motion by Lee and seconded by Walls to adjourn from regular session and move into executive session for personnel at 11:36 A.M. All present voting aye. Motion carried.

Motion by Lee and seconded by Lundquist to adjourn from executive session. Chairman Kazmerzak declared the Board out at 12:48 P.M.

DISASTER DECLARATION

Echo Steffensen, Auditor, read the following Disaster Declaration Resolution:

KINGSBURY COUNTY
DISASTER DECLARATION RESOLUTION

WHEREAS, Kingsbury County, South Dakota on December 12 thru December 16, 2022 suffered severe storm damage caused by excessive wind, ice and snow, and

WHEREAS, this excessive wind, ice and snow caused county-wide wind, ice and snow damage, and

WHEREAS, the excessive wind, ice and snow has affected all of Kingsbury County, and

NOW IT BE RESOLVED THAT the Kingsbury County Commissioners do hereby declare a disaster for the population the area impacted.

The Kingsbury County Commissioners respectfully request that any and all assistance that may be available from State and Federal agencies be provided to all local governments to include Kingsbury County and to the local businesses and the general population as we work to overcome this disaster.

BE IT ALSO RESOLVED THAT the Kingsbury County Commissioners do hereby declare an excessive wind, ice and snow disaster and respectfully request the Governor of the State of South Dakota to declare a disaster area and to request a Presidential Declaration of Disaster to insure that the maximum amount of assistance is made available to local governments, businesses and residents affected.

Dated this 13^h day of January 2023 at Kingsbury County, SD.

Signed
Doug Kazmerzak, Chairperson

ATTEST: Echo Steffensen, County Auditor

Motion by Lundquist and seconded by Lee to accept and adopt the Disaster Declaration Resolution and for Chairman Kazmerzak to sign the same. All present voting via roll call. Kazmerzak - aye, Lee - aye, Walls - aye, and Lundquist - aye. Motion carried.

AUDITOR

Steffensen requested Caryn Hojer, Register of Deeds, be appointed the Information Technology Coordinator for the County at a pay rate of \$2400.00 annually.

Motion by Walls and seconded by Lundquist to appoint Hojer as the Information Technology Coordinator for the County at the pay rate of \$2400.00 annually. All present voting aye. Motion carried.

Steffensen requested Rhonda Siefker, Deputy Auditor, be appointed Welfare Director for the County at a pay rate of \$2400.00 annually.

Motion by Lundquist and seconded by Lee to appoint Siefker as the Welfare Director for the county at a pay rate of \$2400.00 annually.

Steffensen informed the Board of her intention to form a Wellness Committee to research the possible purchase of some exercise equipment for the County wellness room.

Steffensen informed the Board of two options on how to transfer money to Three Rivers LLC as the TPA (Third Party Administrator) for managing the buy down of the new health plan to the benefits of the previous health plan. The County could transfer the money on a weekly basis through ACH or monthly with a check. Steffensen stated Michelle Longville, Treasurer preferred doing it monthly with a check. It was the consensus of the Board to transfer the funds monthly with a check.

SALARIES

Motion by Walls and seconded by Lundquist to adjust the salaries of newly elected Echo Steffensen, Auditor, and Michelle Longville, Treasurer, to equal numbers comparable to the 2022 salaries of other elected/appointed officials (\$53,648.56). All present voting aye. Motion carried.

The Board discussed pay rate increase options ranging from 3% (.49/hr.) to 8% (\$1.32/hr.) as presented to them by the Auditor.

Motion by Lee and seconded by Walls to increase County employee pay rates by \$1.32/hour retroactive to January 1, 2023, and accept the pay schedule of wages for county employees, elected officials and Board members as follows:

2022 Pay Scale including varying longevity based on years of service:
Commissioners-\$15,377.44, Chairman-\$18,703.10; Zoning Officer-\$31,800.00;
Auditor-\$56,602.16; Treasurer-\$56,602.16; Register of Deeds-\$58,578.16;

Director of Equalization-\$58,058.16; Sheriff-\$62,916.54; Highway Superintendent-\$73,692.54; State's Attorney-\$55,071.81; Deputy Auditor-\$18.32/hr.; Deputy Treasurer (1)-\$17.32/hr.; Treasurer Clerk-\$17.82/hr.; Deputy Register of Deeds-\$20.19/hr.; Deputy Director of Equalization-\$20.20/hr.; Director of Equalization Clerk - \$17.82/hr.; Sheriff Secretary/Dispatcher-\$21.30/hr.; Highway Secretary-\$18.72/hr.; 4-H Assistant-\$19.33/hr.; Emergency Management-\$39,620.44; 911 Coordinator-\$4,956.14; Veteran's Service Officer-\$19,836.38; Custodian-\$61,795.62; 4-H Groundskeeper-\$14.87/hr.; Deputy Sheriff (1)-\$51,002.89; Deputy Sheriff (2)-\$47,495.28; Deputy Sheriff (3)-\$43,785.60; Deputy State's Attorney-\$14,858.41; States Attorney Steno-\$15.00; Weed Supervisor-\$7,050.00; Highway Workers-\$13.00/hr. (1), \$15.50/hr. (1), \$20.00/hr. (1), \$20.50 (1), \$21.11/hr. (2), \$21.21 (1), \$22.04 (1).

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of December 2022 were reviewed by the Board. Motion by Lee and seconded by Spilde that the Auditor's report with the Treasurer as of the close of business December 31, 2022, 2022, be accepted as follows. All present voting aye. Motion carried.

| | |
|--|---------------------|
| Cash on Hand | \$ 1,204.23 |
| Checks in Treas. Possession less than 3 days | 39,378.29 |
| Credit Card | 37.57 |
| Uncollected Credit Card | 458.10 |
| Cash Long/short | 0.45 |
| Demand Deposits | 39,262.41 |
| Savings Account | 2,154,281.65 |
| Revolving Loan Fund | 296,201.69 |
| Big Ditch MM | 345,369.62 |
| Time Deposits | 1,657,523.80 |
| TOTAL | 5,427,530.26 |

BREAKDOWN OF MONEY BY FUNDS

| | |
|---|----------------|
| County General Fund | \$2,433,262.20 |
| Special Revenue Funds (Road & Bridge, E911 Fund Dare, Revolving Loan, Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund American Rescue, Rural Infrastructure) | 1,553,919.45 |
| Drainage Ditch #4 | 165,746.79 |
| Drainage Ditch Debt Service Cash | 4,166.36 |
| Amount held for School Dist. | 55,791.15 |
| Amount held for Townships | 70,156.87 |
| Amount held for Cities | 26,351.72 |

| | |
|---|----------------|
| Amount held for East Dakota Water Dist. | 200.23 |
| State Remittance | 84,974.25 |
| Amount held for others | 139,148.34 |
| TOTAL | \$4,533,717.36 |

OPEN DISCUSSION

The Board discussed the starting wages for departments within the County.

Motion by Lundquist to begin the process of creating a pay scale for the County by setting the following starting pay scale to be reviewed on an annual basis. Seconded and amended by Lee to add "qualified and certified" to the Sheriff's amounts:

| | |
|---------------------|---------------------------------------|
| Courthouse/clerical | \$17.00/hour |
| Sheriff Deputies | \$42,640.00 Non-certified/unqualified |
| | \$43,680.00 Certified/qualified |
| Highway Workers | \$20.50 without CDL |
| | \$21.00 with CDL |

All present voting aye. Motion carried.

The Board adjourned to Tuesday January 17, 2023, at 10:00 A.M.

SIGNED _____
Doug Kazmerzak, Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.