

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota
January 4, 2024

The Kingsbury County Board of County Commissioners met Thursday, January 4, 2024, at 8:30 AM in the Courtroom of the County Courthouse with Commissioners Roger Walls, Kyle Lee, Steve Spilde, Corey Lundquist and Doug Kazmerzak present.

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

Echo Steffensen, Auditor, called the meeting to order.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance

NOMINATIONS

Steffensen called for nominations for the Chairman of the Board.

Kazmerzak nominated Kyle Lee as Chairman of the Board.

Motion by Kazmerzak and seconded by Lundquist to nominate Kyle Lee as Chairman and to cease nominations and cast a unanimous vote in favor of Lee as Chairman. All present voting aye. Motion carried.

Commissioner Lee chaired the remainder of the meeting.

Chairman Lee called for nominations for Vice Chairman.

Motion by Walls and seconded by Spilde to nominate Corey Lundquist as Vice Chairman and to cease nominations and to cast a unanimous vote in favor of Lundquist as Vice Chairman. All present voting aye. Motion carried.

Chairman Lee thanked Commissioner Kazmerzak for his service and commended him for his leadership while serving as chairman.

APPROVE AGENDA

Chairman Lee asked if there were any additions or changes to the agenda.

Echo Steffensen, Auditor, stated the approval of the Spirit Lake RAIF grant and Resolution 2024-1 for election worker pay would need to be added and acted upon.

Kazmerzak stated he had a couple items to add to the open discussion.

Motion by Lundquist and seconded by Walls to approve the agenda with the additions. 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 Kazmerzak 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.

CINDY BAU 60.00 UTILITIES, BLACKBURN & STEVENS, PROF LLC 160.50 BMI CAA FEES, JEFF BURNS 1674.76 CAA FEES, CASTLEROCK CONSTRUCTION 27836.78 REPAIRS, CENTURY BUSINESS PRODUCTS 380.19 PROFESSIONAL SERV, CITY OF DESMET 133.54 UTILITIES, DANR-FISCAL OFFICE 250.00 REPAIRS, DIAMOND MOWERS LLC 722.12 SUPPLIES, FLEGELS FLOWERS 69.95 MISC EXPENSE, I STATE TRUCK CENTER 156.22 SUPPLIES, JAY'S AUTOBODY 65.00 REPAIRS, DOUG KAZMERZAK 76.50 TRAVEL, KINGBROOK RURAL WATER 36.00 UTILITIES, KINGSBURY ELECTRIC COOP 1134.31 REPAIRS, KINGSBURY ELECTRIC COOP 347.14 REPAIRS, KINGSBURY JOURNAL 519.97 PUBLISHINGS, KINGSBURY COUNTY TREASURER 55996.53 ADVANCED TAX, KYLE LEE 20.40 TRAVEL, COREY LUNDQUIST 93.84 TRAVEL, MULTI BUSINESS SOLUTIONS, INC 2350.00 HR SERVICES, EASTLINE SUPPLY 222.49 SUPPLIES, NAPA CENTRAL 310.51 SUPPLIES, OFFICE PEEPS INC 69.72 SUPPLIES, PURINTUN ABSTRACT & TITLE LLC 65.00 PROF SERVICES, QUILL 101.57 SUPPLIES, ROLLING PRARIE GRAIN CO 2636.70 SNOW, GARY SCHUMACHER 10800.00 PROFESSIONAL SERVICES SD DEPT OF TRANSPORTATION 60404.78 STRIPING & BRIDGE INS, SDACO 126.00 FEES, SD EMERGENCY MANAGEMENT ASSOC 30.00 DUES, SDN COMMUNICATIONS 917.00 PRO SERVICES, STEVEN L. SPILDE 114.75 TRAVEL, STEVE STRANDE 24.69 SUPPLIES, TRUSTWORTHY HARDWARE 304.22 REPAIRS AND SUPPLIES, TWO WAY SOLUTIONS, INC. 87.96 SUPPLIES, VERIZON 209.60 UTILITIES, VISA 811.62 SUPPLIES, REPAIRS, MISC, ROGER WALLS 61.20 TRAVEL, DAVID WHEELER 586.50 CAA FEES, WW TIRE 1970.85 SUPPLIES, WW TIRE 667.72 SUPPLIES,

END OF MONTH

COURTHOUSE SALARIES

\$126,784.14

HIGHWAY SALARIES

54,422.51

PAYROLL DEDUCTIONS

Wellmark Health Plan	38,383.59
Three Fivers Benefits	6,718.41
AFLAC	1,410.52
AFLAC	327.64
Reliance Life Insurance	184.84
Aflac Dental	763.98
Reliance Matrix Dental	1,104.81
Beam Vision	127.53
Reliance Matrix Vision	118.55
SD Retirement Supplement Pretax	225.00
SD Retirement System	26,905.78
SD Retirement Supplement	780.00
AFSCME	93.04
Kingsbury County	53,568.00

MINUTES

Motion by Lundquist and seconded by Spilde to approve the minutes of December 28, 2023. All present voting aye. Motion carried.

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of December 2023 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 December 31, 2023, be accepted as follows. All present voting aye. Motion carried.

Cash on Hand	\$ 1,200.00
Checks in Treas. Possession less than 3 days	20,322.62
Credit Card	371.93
Uncollected Credit Cards	62.00
Cash Short	0.00
Demand Deposits	25,374.41
Savings Account	2,150,894.92
Revolving Loan Fund	188,705.49
Big Ditch MM	357,759.27
Time Deposits	1,657,523.80
TOTAL	\$4,402,214.44

BREAKDOWN OF MONEY BY FUNDS

County General Fund	2,232,208.01
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)	1,687,902.39
Drainage Ditch #4	164,811.69
Drainage Ditch Debt Service Cash	9,805.52
Amount held for School Dist.	37,868.47
Amount held for Townships	24,012.74
Amount held for Cities	14,143.73
Amount held for East Dakota Water Dist.	126.83
State Remittance	140,138.17
Amount held for others	91,196.89
TOTAL	\$4,402,214.44

COMMISSION BOARD APPOINTMENTS

The Board reviewed and discussed the duties of the previous Board Appointments.

Motion By Walls and seconded by Spilde for Board appointments to remain the same. All present voting aye. Motion carried.

The assignments for 2024 are as follows:

Kazmerzak - Contract Law, Health Insurance, Courthouse Assistant, Emergency Management, Railroad Authority
Lundquist - First Planning District and Labor Negotiations
Walls - Weed Board, Glacial Lakes, SD Public Assurance Alliance, 4-H & Fair Board
Lee - Courthouse Assistant, Child Protection, ICAP Liaison, Health Insurance Alternate
Spilde - Courthouse, Human Services, Labor Negotiation, SD Public Assurance Alliance

NEW YEAR REORGANIZATION

Depositories

The current banks used by the Treasurer's office are American Bank & Trust in De Smet, Citizens State Bank and CorTrust Bank in Arlington, American Bank & Trust in Iroquois, First National Bank in Oldham, and First National in Lake Preston. Though no money may currently be held at any one of the banks listed, all these banks are contacted for CD rates on a random basis.

Motion by Kazmerzak and seconded by Spilde to keep the depositories the same. All present voting aye. Motion carried.

Newspapers

The county currently has The Kingsbury Journal and The Arlington Sun listed as the official county newspapers.

Motion by Lundquist and seconded by Walls, the official newspapers remain the same. All present voting aye. Motion carried.

AUDITOR

Steffensen requested approval to set election worker pay for 2024 and read the following resolution:

RESOLUTION 2024-1

WHEREAS, the Board of County Commissioners of Kingsbury County shall set the fee and mileage allowance for Judges of each election and the canvassing board, pursuant to SDCL 12-15-11.

NOW THEREFORE BE IT RESOLVED that the following rates shall be paid:

- Superintendents and Judges of each election shall be paid \$15.00 per hour for each hour worked prior to the polls opening and after polls close.
- The person delivering the poll books and ballot boxes to the proper authority at the County seat where the ballots are tabulated shall receive the County rate for mileage as established pursuant to SDCL 7-7-24, of fifty-one cents (\$0.51) per mile, for mile actually traveled in going to and returning from making the delivery.
- For attendance at the Election School, Superintendents and Judges will receive \$15.00 per hour plus the county rate for mileage (\$0.51) per mile, for miles necessarily traveled in going to and from the election school.
- Resolution Board members shall be paid \$15.00 per hour.
- Provisional Ballot Board members shall be paid \$15.00 per hour for counting Provisional Ballots, if needed.
- Counting Board members (when automatic tabulation machines are used for counting) shall be paid \$15.00 per hour.
- Precinct Assistants shall be paid minimum wages for hours needed for assistance at the polling places.
- In the event that paper ballots are used and the Precinct Officials are required to count ballots, the Precinct Officials shall be paid \$15.00 for each hour required after the polls are closed for counting ballots.
- Post Election Audit Board members shall be paid \$25.00 per hour for each hour required plus county rate for mileage of (\$0.51) per mile

for mile necessarily traveled, any necessary meal costs and any other costs established in SD Administrative Rule 05:02:23:15

- Polling places shall be paid \$50, or actual rental costs, for use of facilities for election day.

Polling places for the Election will be Arlington precinct at the Arlington City Hall in Arlington; Badger precinct at the Badger American Legion in Badger; De Smet precinct at the Kingsbury County 4-H Building in De Smet; Iroquois precinct at the Iroquois Fire Hall in Iroquois; Lake Preston precinct at the Lake Preston Community Center in Lake Preston; Oldham precinct at the Oldham School Gym in Oldham and absentee voting at the Kingsbury County Courthouse in De Smet, SD.

Motion by Walls and seconded by Kazmerzak to pass and approve Resolution 2024-1. All present voting via roll call: Walls - aye, Spilde - aye, Lee - aye, Lundquist - aye, Kazmerzak - aye. Motion carried.

Steffensen presented contracts for renewal with First District of Watertown. The GIS Website Hosting renewal is \$5,500.00 and the County Parcel Database renewal is \$2,500.00 for a total of \$8,000.00. The E911 mapping database renewal is \$4,000.00. Each was increased \$500.00 over the 2023 amounts.

Motion by Lundquist and seconded by Kazmerzak to accept the contract renewals as presented and for the Chairman to sign said contract. All present voting aye. Motion carried.

HIGHWAY

Dave Sorenson, Highway Supervisor, requested to move into executive session for personnel.

Motion by Kazmerzak and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 9:09 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of executive session at 9:17 A.M.

MAINTENANCE

Lonny Palmlund, Maintenance, requested to move into executive session for personnel.

Motion by Kazmerzak and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 9:21 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of executive session at 10:18 A.M.

Palmlund provided the Board with an update of ongoing projects.

AUDITOR

Steffensen presented information to the Board for a voluntary life insurance policy offered by Reliance Standard through Risty Benefits. This policy would be available to employees and their dependents at the cost of the employee.

Motion by Spilde and seconded by Walls to offer this voluntary life insurance with Reliance Standard to Kingsbury County Employees at the employee expense. All present voting aye. Motion carried.

DIRECTOR OF EQUALIZATION

Tammy Anderson, Director of Equalization, met with the Board to request travel approval for herself and Deputy Director of Equalization Maggie Purintun to travel to Salem on January 10, 2024, for a district meeting.

Motion by Kazmerzak and seconded by Spilde to approve travel for Anderson and Purintun to Salem on January 10, 2024. All present voting aye. Motion carried.

SHERIFF

Sheriff Strande met with the Board with updates from the Sheriff's office.

Strande requested to add Marcene Smith to the mental Health Board.

Motion by Kazmerzak and seconded by Lundquist to approve adding Marcene Smith to the mental health Board. All present voting aye. Motion carried.

Strande requested to surplus the 2014 Ford Explorer.

Motion by Lundquist and seconded by Walls to surplus the 2014 Ford Explorer. All present voting aye. Motion carried.

Strande presented the 2024 law enforcement contracts with Lake Preston and De Smet for the Chairman's signature.

Motion by Spilde and seconded by Kazmerzak to accept the law enforcement contracts with Lake Preston and De Smet and for the Chairman to sign said contract. All present voting aye. Motion carried.

Strande presented the 2024 inmate housing contract with Beadle County for the Chairman to sign.

Motion by Kazmerzak and seconded by Lundquist to accept the 2024 inmate housing contract with Beadle County and for the Chairman to sign said contract.

AUDITOR

Steffensen requested approval of the Spirit Lake Township RAIF grant that had been originally presented in August.

Motion by Walls and seconded by Lundquist to approve the Spirit Lake Township RAIF grant as presented in August. All present voting aye. Motion carried.

EMERGENCY MANAGEMENT

Cindy Bau presented the Emergency Management quarterly report for the Chairman to sign.

Motion by Kazmerzak and seconded by Spilde to approve the Chairman sign the Emergency Management quarterly report.

Bau provided the Board with dates to the following meetings:

1/30/2024 Disaster Mitigation with First District, 1/1-1/15/2024 Homeland Security Grant application is open, 2/6/2024 Tabletop Program, 3/14/2024 Homeland Security Grant meeting and 3/26/2024 Weather School in Kingsbury County.

HUMAN RESOURCES

Natalie Remund, Human Resources Consultant, presented the contract With McGrath Human Resources Group for the compensation and classification study for approval and the Chairman's signature.

Motion by Kazmerzak and seconded by Spilde to approve the contract with McGrath Human Resources Group and for the Chairman to sign said contract after the State's Attorney reviews the contract. All present voting aye. Motion carried.

OPEN DISCUSSION

The Board discussed an additional raise of 6.5% for elected officials and department heads that had been tabled at the December 28, 2023 meeting. It was the consensus of the Board to table the matter until the compensation study was completed.

Kazmerzak brought to the Board a request from De Smet Chamber and a private individual for a donation.

It was the consensus of the Board that no donation would be made.

AUDITOR

Steffensen presented the schedule of wages for county employees, elected officials, and Board members with a 3.5% but not less than .80/hr. increase.

2024 Pay Scale including varying longevity based on years of service: Commissioners-\$15,915.65, Chairman-\$19,357.71; Zoning Officer-\$33,069.00; Auditor-\$59,304.06; Treasurer-\$59,200.06; Register of Deeds-\$61,176.06; Director of Equalization-\$60,552.06; Sheriff-\$66,129.58; Highway Superintendent-\$76,819.38; State's Attorney-\$57,311.42; Deputy Auditor-\$19.12/hr.; Deputy Treasurer (1)-\$18.30/hr.; Deputy Treasurer (2)-\$17.80/hr.; Treasurer Clerk-\$18.62/hr.; Deputy Register of Deeds-\$20.99/hr.; Deputy Director of Equalization-\$21.00/hr.; Director of Equalization Clerk - \$18.62/hr.; Sheriff Secretary/Dispatcher-\$22.10/hr.; Highway Secretary-\$19.52/hr.; 4-H Assistant-\$20.13/hr.; Emergency Management-\$42,490.63; 911 Coordinator-\$5,129.58; Veteran's Service Officer-\$21,292.44; Custodian-\$64,575.06; 4-H Groundskeeper-\$14.87/hr.; Deputy Sheriff (1)-\$53,590.88; Deputy Sheriff (2)-\$50,301.57; Deputy Sheriff (3)-\$45,656.00; Deputy Sheriff (4) \$41,808.00; Deputy State's Attorney-\$14,858.41; States Attorney Paralegal- \$19.12/hr.; Weed Supervisor-\$7,442.35; IT- \$4,400.00; Welfare Director- \$2,600.00; Zoning Clerk- \$20.80/hr.; Highway Workers-\$15.12/hr. (1), \$17.00/hr. (1), \$23.84/hr. (1), \$23.73 (2), \$22.62/hr. (1), \$22.30/hr. (3), \$21.80/hr. (1).

Motion by Spilde and seconded by Lundquist to approve a 3.5% but no less than .80/hr. increase for county employees and to accept the 2024 salaries as presented. All present voting aye. Motion carried.

HUMAN RESOURCES

Natalie Remund, HR Consultant requested to move into executive session for personnel.

Motion by Lundquist and seconded by Walls to adjourn from regular session and move into executive session for personnel at 12:25 P.M. All present voting aye. Motion carried.

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

The Board adjourned to Tuesday, January 16, 2024, at 8:30 A.M.

SIGNED _____
Doug Kazmerzak, Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.