

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota

January 7, 2020

The Kingsbury County Board of County Commissioners met Tuesday, January 7, 2020 at 8:30 AM in the County Commissioners meeting room in the Courthouse with Commissioners Joe Jensen, Steve Spilde, Shelley Nelson, Delmer Wolkow and Roger Walls present. Chairman Walls presided.

NOMINATIONS

Nelson called for nominations for the Chairman of the Board.

Jensen motioned and Wolkow seconded to nominate Roger Walls as Chairman. All present voted aye, motion carried.

Jensen motioned and Nelson seconded to nominate Delmer Wolkow as Vice Chairman. All present voted aye. Motion carried.

APPROVE AGENDA

Jennifer Barnard, Auditor, stated the need to add a AAA Legal Action request and the Tax Abatement for the Director of Equalization to the agenda.

Wolkow moved and Spilde seconded to approve the agenda with all additions. All present voting aye, motion carried.

PUBLIC COMMENT

Chairman Walls asked for public comment. There was none.

CONFLICT OF INTEREST

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

HIGHWAY

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

Sorenson stated the crew has been plowing and de-icing the roads. Sorenson also informed the Board he is considering alternate options for rock delivery and stock piling.

Sorenson and the Board discussed the bridge on Whitewood Road. Sorenson stated this bridge is an ER road and that will assist with a majority of the repair costs. Mitigation to raise the grade of the road is unlikely but still being looked into.

Sorenson requested to move into Executive Session for personnel.

Spilde moved and Jensen seconded to adjourn from regular session and move into executive session for personnel at 8:50 A.M. All present voting aye, motion carried.

Nelson moved and Wolkow seconded to adjourn from executive session and return to regular session. Chairman Walls declared the Board out at 9:00 A.M.

Sorenson and the Board discussed tree removal on the courthouse lawn.

#### DE SMET TOWNSHIP

Tad Flood, De Smet Township Board, met with the Board to request the County sponsorship for mitigation funds to raise 212<sup>th</sup> St on both the east and west sides of the private pass. The De Smet Township Board had not yet decided to apply.

Spilde moved and Jensen seconded to sponsor De Smet Township should they decide to apply for mitigation funds. All present voting aye, motion carried.

#### APPROVE CLAIMS

Wolkow moved and Spilde seconded 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.

#### MISCELLANEOUS

1ST DIST ASSOC OF LOCAL GOVT. 6364.60 1ST & 2ND QTR DUES, BEADLE COUNTY SHERIFF 3850.00 PRISONER CARE, CENTURY BUSINESS PRODUCTS 171.09 COPIER MAINTENANCE CONTRACT, CODINGTON COUNTY SHERIFF 2690.00 PRISONER CARE, COMPASS COUNSELING & ASSESSMENT 1800.00 ASSESSMENT, DATASPEC INC. 449.00 STATE SOLUTION YEAR FEE, DE SMET NEWS 698.53 PUBLICATIONS 12/2019, DENR 250.00 2020 ENVIRONMENTAL FEE, INFOTECH SOLUTIONS 2719.48 CONTRACT/DEP AUDITOR COMP, INTERSTATE BATTERY 150.30 SUPPLIES, JOE JENSEN 50.40 TRAVEL REIMBURSEMENT, KINGSBURY COUNTY TREASURER 89030.47 ADV TAX, LAKE PRESTON TIMES 694.53 PUBLICATIONS 12/2019, MARSHALL & SWIFT 1399.95 PROFESSIONAL SERVICES, OFFICE PEEPS 194.84 SUPPLIES, SD DEPARTMENT OF PUBLIC SAFETY 2340.00 TELETYPE SERVICE, SD SHERIFFS ASSOC 654.44 DUES, SD UNEMPLOYMENT INSURANCE 87.08 4TH QTR 2019 UNEMPLOYMENT, SDACC 1722.00 NACO & SDACC DUES

2020, SDACO 885.36 2020 MEMBERSHIP DUES, SDML WORKERS COMPENSATION  
 15297.00 2020 RENEWAL, SDML WORKERS COMPENSATION 31985.00 2020 RENEWAL,  
 STEVE STRANDE 125.00 CORONER CALL, THYSSENKRUPP ELEVATOR CORP 168.07  
 MAINTENANCE CONTRACT, TRUSTWORTHY HARDWARE 50.43 SUPPLIES, YANKTON COUNTY  
 165.00 BMI EVAL & PAPERS SERVED,

END OF MONTH

COURTHOUSE SALARIES	\$50,245.40
HIGHWAY SALARIES	31,086.92

PAYROLL DEDUCTIONS

Sanford Health Plan	28,702.15
AFLAC	1,164.25
AFLAC	911.36
Office of Child Support Enforcement	403.00
The Principal Financial Group	265.99
Delta Dental	844.00
Avesis Third Party Administrators	176.70
SD Retirement Supplement Pretax	50.00
SD Retirement System	13,075.06
SD Retirement Supplement	3,850.00
AFSCME	236.00
Kingsbury County	24,265.63

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of December 2019 were reviewed by the Board. Spilde moved and Jensen seconded that the Auditor's report with the Treasurer as of the close of business December 31, 2019 be accepted as follows. All present voting aye, motion carried.

Cash on Hand	\$ 1,200.00
Checks in Treas. Possession less than 3 days	33,219.72
Credit Card	0.00
Cash Short	73.85
Cash Long	0.00
Demand Deposits	10,524.31
Savings Account	1,758,025.58
Revolving Loan Fund	294,274.45
Big Ditch MM	357,009.61
Time Deposits	1,657,523.80
TOTAL	4,111,851.32

BREAKDOWN OF MONEY BY FUNDS

County General Fund	1,947,230.05
Special Revenue Funds (Road & Bridge, E911 Fund	

CH Bldg., Revolving Loan, Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund)	1,625,419.32
Drainage Ditch #4	187,858.72
Drainage Ditch Debt Service Cash	-6,330.38
Amount held for School Dist.	45,226.96
Amount held for Townships	70,624.30
Amount held for Cities	21,799.40
Amount held for East Dakota Water Dist.	154.10
State Remittance	61,505.92
Amount held for others	158,362.93
TOTAL	4,111,851.32

#### RAIL AUTHORITY

Nelson updated the Board on the status of the Rail Authority.

All balances have been paid in full and the next meeting will not need to be held until 2022 with meetings every three years.

#### CONSERVATION DISTRICT

Tanya Flegel, Conservation District/Weed Board, met with the Board to discuss potential grant to help with the removal of Ash trees in Kingsbury County. This grant would be shared 50/50 with Miner County and it would be mandatory to replace the removed trees with nursery stock 10-foot trees.

Flegel requested a letter of support from the Board to be submitted with the grant.

Jensen moved and Wolkow seconded for a letter of support to be drafted and submitted with the grant. All present voting aye, motion carried.

Flegel discussed a Friends of Conservation Grant that has been applied for. This would grant \$2,500.00 to be used for the purchase of a drone. This will help with the surveying of weed growth, future flood damage, the search for missing individuals, and a variety of other uses throughout the county.

Flegel informed the Board of some of the requirements of the grant.

#### NEW YEAR REORGANIZATION

##### News Papers

The county currently has The De Smet News, The Lake Preston Times, and The Arlington Sun listed as the official county newspapers.

Nelson moved and Jensen seconded to keep the official newspapers the same. All present voting aye, motion carried.

#### Depository

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 be currently held at any one of the banks listed, all these banks are contacted for CD rates on a random basis.

Wolkow moved and Spilde seconded to keep the depositories the same. All present voting aye, motion carried.

#### COMMISSION BOARD APPOINTMENTS

Barnard reviewed the previous Board Appointments. It was the consensus of the Board for the Assignments to remain the same. The assignments for 2020 are as follows:

Nelson - Contract Law, Health Insurance, Courthouse Assistant, Emergency Management

Jensen - First Planning District, Planning & Zoning, Labor Negotiations  
Walls - Weed Board, Glacial Lakes, SD Public Assurance Alliance, 4-H & Fair Board

Wolkow - Courthouse Assistant, Child Protection, ICAP, Health Insurance Alternate

Spilde - Courthouse, Human Services, Labor Negotiation, SD Public Assurance Alliance

#### MINUTES

Jensen moved and Spilde seconded to approve the minutes of December 31, 2019. All present voting aye, motion carried.

#### DIRECTOR OF EQUALIZATION

Tammy Anderson, Director of Equalization, met with the Board to request authorization for herself and Maggie Purintun, Deputy Director, to travel to Howard for their district meeting on January 15, 2020.

Nelson moved and Spilde seconded to approve the expenses for Anderson and Purintun to travel to Howard on January 15, 2020. All present voting aye, motion carried.

Anderson requested authorization to travel to Pierre May 18-22, 2020 for school. The registration is \$350.00 plus hotel and mileage.

Jensen moved and Wolkow seconded to approve travel expenses for Anderson to travel to Pierre May 18-22, 2020 for school. All present voting aye, motion carried.

Anderson requested several pieces of furniture in the office be declared surplus. This included a rolltop desk that would need to be refurbished, a metal desk and a wooden cabinet.

Nelson motioned and Wolkow seconded for the requested pieces of furniture be declared surplus. All present voting aye, motion carried.

Anderson requested the taxes for Record number 8222 be abated in the amount of \$43.20 due to a qualification for tax exemption.

Nelson moved and Spilde seconded for the taxes for Record number 8222 be abated from the tax roll. All present voting aye, motion carried.

Anderson discussed value changes for property in Kingsbury County that will show on the 2020 assessment notices for taxes payable in 2021.

#### AUDITOR

Barnard presented the 2020 Commission meeting schedule and informed the Board of edits that had been made. The Board looked at how the dates fell on the calendar for regular commission meetings as various conferences throughout the year.

Barnard presented three 2020 contracts for First District. The contract for the E911 Mapping Database for \$3,500.00; the contract for the DOE Parcel Database for \$2,000.00; and the GIS Webhosting for \$5,000.00.

Spilde moved and Nelson seconded to renew the three contracts with First District for the total of \$10,500.00. All present voting aye, motion carried.

Barnard presented a request by AAA Collection to pursue legal action for balance of \$210.00. Barnard informed the Board of the payment history of the individual and offered the option to send a letter to prevent legal action and for the payment to be sent to AAA Collection.

Spilde moved and Jensen seconded for the letter to be sent. All present voting aye, motion carried.

#### SALARY

Nelson moved and Jensen seconded to increase Kingsbury County employee's salaries by 3% on 2020 salaries. After additional discussion all present voting aye, motion carried.

2020 Pay Scale including varying longevity based on years of service: Commissioners-\$11,309.11, Chairman-\$14,553.66; Commissioner/Zoning Officer-\$28,113.77; Auditor-\$42,076.08; Treasurer-\$51,526.01; Register of Deeds-\$51,526.01; Director of Equalization-\$50,694.01; Sheriff-\$55,159.75; Highway Superintendent-\$67,735.16; State's Attorney-\$50,347.33; Deputy Auditor-\$35,854.81; Deputy Treasurer (1)-\$32,352.54, Deputy Treasurer (2)-\$30,912.75; Deputy Register of Deeds-\$35,457.61; Deputy Director of Equalization-\$35,375.68; Sheriff Secretary/Dispatcher-\$38,622.42; Highway Secretary-\$31,867.07; 4-H Assistant (1)-\$26,565.45; 4-H Assistant (2)-\$4,800; Emergency Management-\$35,374.05; 911 Coordinator-\$4,577.02; Veteran's Service Officer-\$17,509.74; Custodian-\$56,496.21; 4-H Groundskeeper-\$4,374.32; Deputy Sheriff-\$49,102.36; Deputy Sheriff-\$42,522.04; Deputy Sheriff-\$39,807.69; Deputy Sheriff-\$37,385.81; Deputy State's Attorney-\$14,285.22; Secretary for State's Attorney-\$23,110.82; Weed Supervisor-\$5,835.00; Labor Grade 1 - \$19.06 per hour, Labor Grade 2 - \$20.06 per hour; Labor Grade 3 - \$20.11 per hour; Labor Grade 4 - \$20.59 per hour; Labor Grade 5 - \$20.60 per hour.

#### MAINTENANCE

The Board discussed the tree removal with Lonny Palmlund, Maintenance. Palmlund will request quotes for the felling and stump removal for the Ash trees on the courthouse yard.

Palmlund also discussed various aspects of continuing to contract snow removal vs. obtaining equipment.

#### OPEN DISCUSSION

Russ Olson, with Legislative Audit, met with the Board to provide an update on the status of the 2017-2018 audit. Olson stated Terry Zell had started the audit process this past summer and retired before it could be completed due to health issues. Brandi Pitts is now in the process of completing the audit.

Board adjourned for lunch from 11:50 A.M. until 12:45 P.M.

#### SALARY

Barnard requested an additional motion for the approval of specified wage increases reflected in the 2020 budget as discussed earlier in the year.

Nelson moved and Spilde seconded for the Weed Board Supervisor to receive a flat annual wage increase of \$1,200.00, the 4-H Assistant (2) to receive a flat wage increase of \$2.00 per hour; for the Deputy Auditor, Deputy Treasurers (1 and 2), Deputy Register of Deeds, Deputy Director of

Equalization, 4-H Assistant (1), and the Highway Secretary to receive \$0.72 per hour in addition to the 3% previously motioned. All present voting aye, motion carried.

**EVALUATION**

Wolkow moved and Jensen seconded to adjourn from regular session and move into executive session for personnel at 12:49 P.M. All present voting aye, motion carried.

Nelson moved and Wolkow seconded to adjourn from executive session and return to regular session. Chairman Walls declared the Board out at 3:42 P.M.

The Board adjourned to Tuesday, January 21, 2020 at 8:30 A.M.

SIGNED

\_\_\_\_\_  
Roger Walls, Chairman

ATTEST

\_\_\_\_\_  
Jennifer Barnard, County Auditor

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