

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS
Unapproved Draft Minutes

De Smet, South Dakota
November 10, 2022

The Kingsbury County Board of County Commissioners met Thursday, November 10, 2022, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Roger Walls, Kyle Lee, Steve Spilde, Doug Kazmerzak and Corey Lundquist present. Chairman Kazmerzak presided.

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

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Echo Steffensen, Auditor, requested to move the health insurance and union discussion to executive session for contract negotiations.

Motion by Spilde and seconded by Lundquist to approve the agenda with the corrections. All present voting aye. Motion carried.

MINUTES

Motion by Lundquist and seconded by Spilde to approve the minutes of October 18, 2022. All present voting aye. Motion carried.

Motion by Lee and seconded by Spilde to approve the minutes of November 4, 2022. All present voting aye. Motion carried.

PUBLIC COMMENT

Chairman Kazmerzak asked for public comment. Steffensen thanked all the election board workers and Kingsbury County employees for their help with the election.

CONFLICT OF INTEREST

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

HIGHWAY

Dave Sorenson, Highway Superintendent, met with the Board to update them on highway matters.

Sorenson informed the board the 5-year County Highway Plan had been approved and presented a letter of approval from the SD Department of Transportation.

Sorenson provided an update on the shouldering project on 200th street (CR 1). Approximately 7 ½ miles have been completed and they will continue to work on it if the weather holds.

Sorenson gave an overview of the Safety Meeting he had attended in Pierre.

Sorenson presented a contract for the Lake Albert Bridge project with Leota Builders and requested said contract to be signed by Chairman Kazmerzak.

Motion by Spilde and seconded by Lee for Chairman to sign said contract. All present voting aye. Motion carried.

Sorenson presented a change order on the CR 1 project showing a decrease in the total amount of \$43,489.28 bringing the total down to \$2,799,140.28 and requested said change order to be approved and signed by Chairman Kazmerzak.

Motion by Lee and seconded by Lundquist to approve and accept the change order on the CR 1 project and for the Chairman to sign said change order.

Sorenson informed the Board that Manchester Township had completed an application for the Rural Access Infrastructure Funding and the application is on file in the Auditor office.

Sorenson stated the new truck and box that was included in the 2022 budget was in Sioux Falls. The truck will not be delivered until 2023 and Sorenson requested permission to ask for the invoice and pay it with his 2022 budget. It was the consensus of the Board to have Sorenson request the invoice and present the voucher for payment to the Auditor's office.

Commissioner Lee asked Sorenson about a transition area on CR 13 needing gravel. Sorenson said he would investigate it.

Sorenson requested to move into Executive Session for personnel.

Motion by Lee and seconded by Spilde to adjourn from regular session and move into executive session for personnel at 8:49 A.M. All present voting aye. Motion carried.

Motion by Lee and seconded by Spilde to adjourn from executive session. Chairman Kazmerzak declared the Board out at 9:06 A.M.

Sorenson requested a \$.50/hour pay increase for an employee that had completed the 6-month probationary period.

Motion by Lundquist seconded by Lee to approve a \$.50/hour pay increase for a highway employee that had completed the 6-month probationary period. All present voting aye. Motion carried.

Sorenson recommended the cameras and security system at the County highway shop be updated. He will get bids and report back to the Board.

Sorenson stated the oil burner at the highway shop needs to be replaced and is looking for a used one. The approximate cost to replace it would be \$10,000.

OPEN DISCUSSION

Chairman Kazmerzak recommended the burn ban be lifted.

Motion by Lee and seconded by Spilde to remove the burn ban effective immediately. All present voting aye. Motion carried.

MAINTENANCE

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

SHERIFF

Shelley Strande, Office manager, met with the board to update them on sheriff office matters.

The Board members congratulated Sheriff Strande on his win in the election.

APPROVE CLAIMS

The Board reviewed the vouchers submitted by the Auditor.

Motion by Walls and seconded by Lundquist 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.

APPEARA 73.48 SUPPLIES, AT&T 113.47 UTILITIES, BADGER OIL COMPANY 4181.95 SUPPLIES/FUEL, BEADLE COUNTY SHERIFF 2000.00 PRISONER CARE, PAULA BERGAN

289.95 ELECTION WORKER, MARLA BERTSCH 257.34 ELECTION WORKER, BEST WESTERN
RAMKOTA 242.00 TRAVEL, KATHLEEN BIEVER 210.00 ELECTION WORKER, BOB BODE
CONSTRUCTION 1632.66 SUPPLIES/CULVERTS, TONYA BUMANN 60.20 JURY DUTY, JEFF
BURNS 418.80 COURT ATTY FEES, BUTLER MACHINERY COMPANY 17074.27
REPAIRS/MAINT/SUPPLIES, TADD CASS 58.16 GRAND JURY DUTY, CENTURYLINK
318.52 UTILITY, CITY OF DESMET 136.78 UTILITY, JENNIFER CLELLAND 228.75
ELECTION WORKER, COLES PETROLEUM 34255.57 FUEL, COOK'S WASTEPAPER &
RECYCLING 459.60 UTILITIES, CROSSROADS HOTEL AND HURON 167.50 TRAVEL,
SMITH'S LUMBER 241.49 SUPPLIES, SMITH'S LUMBER 20.99 SUPPLIES, DE SMET
FARM MUTUAL INSURANCE 5168.88 INSURANCE 4-H BLDG, AVERA DESMET HOSPITAL
216.00 PRISONER CARE, DE SMET WELDING 1252.53 REPAIR/MAINTENANCE, KATHY
DEDEYNE 9.00 POSTAGE, DVL FIRE AND SAFETY 163.50 ANNUAL FIRE EXT
INSPECTIONS, EQUIPMENT BLADES INC 5920.00 SUPPLIES, JEAN EYKAMP 284.25
ELECTION WORKER, SUSAN EYKAMP 269.25 ELECTION WORKER, FOERSTER TESTING
LIMITED 600.00 PROFESSIONAL SERVICES, G & R CONTROLS, INC 3518.88
PROFESSIONAL SERVICES, GALLS 359.11 UNIFORMS, GEOTEK ENGINEERING &
TESTING, 2665.95 PROFESSIONAL SERVICES, CONSTANCE HALVERSON 195.00
ELECTION WORKER, HILLYARD/SIOUX FALLS 81.80 SUPPLIES, CARYN HOJER 141.75
ELECTION WORKER, CITY OF HURON 7910.40 911 SURCHARGE, INTERLAKES COMMUNITY
ACTION 794.84 COMMUNITY SER WORKER, INTERENAL REVENUE SERVICE 276.09
PAYROLL FEES, INTERSTATE BATTERY 26.30 SUPPLIES, VIKKI IRVIN 90.00
ELECTION WORKER, JOE JENSEN 98.30 TRAVEL, KINGBROOK RURAL WATER 40.55
UTILITIES, KINGSBURY JOURNAL 701.58 PUBLISHINGS, KINGSBURY JOURNAL 63.00
PUBLISHING, KINGSBURY COUNTY TREASURER 720.96 ADVANCE TAX, KINGSBURY
COUNTY TREASURER 1157.16 ADVANCE TAX, KINGSBURY COUNTY TREASURER 2929.21
ADVANCE TAX, KINGSBURY COUNTY TREASURER 963.36 ADVANCE TAX, LAKE COUNTY
SHERIFF'S OFFICE 2640.00 PRISONER CARE, DIANNE LARSON 238.56 ELECTION
WORKER, MARY LEE 48.75 ELECTION WORKER, ROGER LEE 90.00 ELECTION WORKER,
LEWIS & CLARK BEHAVIORAL 184.00 BMI, LINDE GAS & EQUIPMENT INC 167.67
SUPPLIES, DEE ANN LOVETT 217.14 ELECTION WORKER, LARRY LUNDQUIST 53.06
GRAND JURY DUTY, LYLE SIGNS, INC. 115.50 SIGNS, MAYNARD'S FOOD CENTER
50.62 SUPPLIES, MINER COUNTY TREASURER 1490.30 STATE FINES, DIANNE MULDER
210.00 ELECTION WORKER, EASTLINE SUPPLY 189.96 REPAIRS, EASTLINE SUPPLY
291.96 SUPPLIES, LORI NELSON 73.46 GRAND JURY DUTY, NORTHWESTERN ENERGY
274.68 UTILITIES, O'KEEFE IMPLEMENT 23.05 REPAIRS, O'KEEFE IMPLEMENT
198.92 SUPPLIES, OFFICE PEEPS INC 1398.12 SUPPLIES, PALMLUND AUTOMOTIVE
68.95 REPAIRS, PRAIRIE AG PARTNERS 2035.00 WEED BOARD SUPPLIES, DIANNE
PERRY 209.28 ELECTION WORKER, PHEASANTLAND INDUSTRIES 265.85 CLOTHING,
PITNEY BOWES 207.12 PROFESSIONAL SERV, LINDA POPPEN 240.60 ELECTION
WORKER, SD PUBLIC HEALTH LABORATORY 230.00 PROFESSIONAL SERV, MAGGIE
PURINTUN 60.00 ELECTION WORKER, RAMKOTA HOTEL & CONFERENCE CEN 490.00
TRAVEL, RAMKOTA HOTEL 231.00 TRAVEL, REDWOOD TOXICOLOGY LABORATORY 312.01
SUPPLIES, REEMPLOYMENT ASSIST DIVISION 234.92 UNEMPLOYMENT, BARBARA REILLY
80.60 GRAND JURY DUTY, RFD NEWS GROUP 1469.91 PUBLISHINGS, SANFORD HEALTH
4454.00 AUTOPSY, MARILOU SCHEAFER 221.25 ELECTION WORKER, PAUL SCHELLPEPER
75.50 GRAND JURY DUTY, SD DEPT OF REVENUE 250.00 SUPPLIES, SD DEPT OF
TRANSPORTATION 962.27 BRIDGE INSPECTIONS, SDACC 498.00 CLERP 4TH QTR 2022,
SDN COMMUNICATIONS 917.00 PROFESSIONAL SERVICES, SOUTH DAKOTA NEWSPAPER

ASSOC 267.65 PUBLISHINGS, SEACHANGE PRINT INNOVATIONS 185.00 ELECTION,
 MICHAEL SIEFKER 48.75 ELECTION WORKER, RHONDA SIEFKER 81.66 ELECTION COST,
 TAILA SMITH 257.66 PROFESSIONAL SERVICES, LYNETTE SPANBAUER 293.10
 ELECTION WORKER, DEAN STEFFENSEN 48.75 ELECTION WORKER, JOHN STEFFENSEN
 80.60 GRAND JURY DUTY, STEVE STRANDE 125.00 CORONER, ANTHONY J. TEESDALE
 611.95 COURT APPT ATTY FEES, THOMPSON REUTERS - WEST 511.90 SUPPLIES -LAW
 BK UPDATES, JEANETTE TODD 45.00 ELECTION WORKER, TRUSTWORTHY HARDWARE
 94.39 SUPPLIES, TRUSTWORTHY HARDWARE 57.95 SUPPLIES, TWO WAY SOLUTIONS,
 INC. 1500.00 TOWER RENT, VERIZON 693.07 UTILITIES, DE SMET VETERINARY
 SERVICE 111.54 DRUG DOG EXPENSE, VISA 235.38 ELECTION COST, DOROTHY
 VOSSLER 191.25 ELECTION WORKER, BILLIE WALLEN 66.32 GRAND JURY DUTY, JOANN
 WARD 276.69 ELECTION WORKER, DAVID WHEELER 101.00 BMI, PAT WHEELER 90.00
 ELECTION WORKER, WILLIAM HALVERSON 15.00 PROFESSIONAL SERV, JOAN
 WOLLSCHLAGER 248.67 ELECTION WORKER, WW TIRE 11143.28 SUPPLIES, YANKTON
 COUNTY 50.00 SHERIFFS FEES, MERRILL ZEECK 233.67 ELECTION WORKER, ZELL
 MANUFACTURING 290.75 REPAIRS/MAINTENANCE,

MISCELLANEOUS

END OF MONTH

COURTHOUSE SALARIES	\$75,921.88
HIGHWAY SALARIES	32,047.17

PAYROLL DEDUCTIONS

Sanford Health Plan	26,299.55
AFLAC	977.36
AFLAC	528.37
The Principal Financial Group	268.72
Garnishment	668.60
Delta Dental	790.55
Avesis Third Party Administrators	268.14
SD Retirement Supplement Pretax	175.00
SD Retirement System	15,925.32
SD Retirement Supplement	765.00
AFSCME	149.40
Kingsbury County	31,660.43

OFFICE REPORTS

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

Cash on Hand	\$ 3,526.39
Checks in Treas. Possession less than 3 days	855,776.87
Credit Card	2,121.94
Uncollected Credit Card	-0-

Cash Long/short	0.45
Demand Deposits	123,049.95
Savings Account	5,323,827.90
Revolving Loan Fund	295,964.06
Big Ditch MM	343,507.90
Time Deposits	1,657,523.80
TOTAL	8,605,299.26

BREAKDOWN OF MONEY BY FUNDS

County General Fund	\$2,718,387.44
Special Revenue Funds (Road & Bridge, E911 Fund Dare, Revolving Loan, Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund American Rescue, Rural Infrastructure)	1,868,896.91
Drainage Ditch #4	165,746.79
Drainage Ditch Debt Service Cash	4,050.81
Amount held for School Dist.	2,836,838.23
Amount held for Townships	296,923.56
Amount held for Cities	465,085.93
Amount held for East Dakota Water Dist.	10,617.74
State Remittance	107,149.36
Amount held for others	128,324.37
TOTAL	\$8,602,021.14

ELECTION CANVAS

Motion by Lundquist and seconded by Spilde to canvas the 2022 General Election. All present voting aye. Motion carried.

Steffensen presented the Board with the General Election Poll Books and tabulator print out for verification. All numbers were found to be accurate for each precinct.

Motion by Lee and seconded by Spilde to accept the 2022 General Election tabulation as presented and for the Board to sign the Election Certificate. All present voting aye. Motion carried.

AUDITOR

Steffensen presented an affidavit of a lost check and requested permission to void check #57274 payable to Wilkinson & Schumacher Law Prof LLC for \$647.52 and reissue a replacement check.

Motion by Lee and seconded by Lundquist to approve voiding the lost check and reissue a replacement check. All present voting aye. Motion carried.

Steffensen presented the forms to appoint an applicant agent for the Pre-Disaster Mitigation grant application and read the following resolution:

RESOLUTION
APPOINTMENT OF APPLICANT AGENT

WHEREAS Kingsbury County is submitting a grant application to the Federal Emergency Management and the State of South Dakota; and

WHEREAS Kingsbury County is required to appoint an Applicant Agent for the purpose of signing documents and assuring the completion of all application documents;

NOW THEREFORE BE IT RESOLVED that the Kingsbury County Board of County Commissioners appoints Doug Kazmerzak and/or Cindy Bau as the authorized Applicant Agent. Dated this 10th day of November 2022.

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

Steffensen informed the Board that Governor Noem has given November 25th and December 23rd as holidays to all state employees. Kingsbury County policy is to observe any other proclaimed holidays by the Governor as a legal holiday by the County.

Motion by Spilde and seconded by Lundquist to observe the proclaimed holidays of November 25th and December 23rd as proclaimed by the Governor. All present voting aye. Motion carried.

BOARD OF ADJUSTMENT

Motion by Walls and seconded by Lundquist to adjourn from regular session and move into Board of Adjustment at 10:58 A.M.

Chairman Kazmerzak declared the Board out of Board of Adjustment at 11:34 A.M.

PLANNING AND ZONING

Joe Jensen, Planning and Zoning Officer, addressed the meeting to inform them the notice for the conditional use permit for Riverview LLP was published with the incorrect date on November 10, 2022. The hearing had been scheduled for November 22, 2022. Due to the publishing error Riverview LLP will submit a new application for conditional use. A new

notice will be published with the date set for December 20, 2022, at 1:00 P.M.

Jensen provided an overview of RPP funds the County will receive from completed projects and the Riverview LLP project.

TREVOR KEATING- ARLINGTON FIRE DEPARTMENT

Keating met with the Board to inform them of the desire of the Arlington Fire Department and Arlington Ambulance to form a Fire District and an Ambulance District. He informed the Board they are in the process of circulating petitions and plan to present them to Kingsbury County and Brookings County by year end.

Keating explained to the Board the needs of the fire and ambulance departments and current funds are not enough to cover those needs.

Keating stated they are looking for the County's support to be able to better serve the community.

The Board recessed for lunch at 12:40 P.M.

Chairman Kazmerzak declared the Board back in session at 1:32 P.M.

HR PROPOSAL

The Board opened the proposal from Natalie Remund, MultiBusiness Solutions for Human Resources Contract Services. The Board requested Steffensen to contact Natalie Remund and schedule an interview for November 22, 2022.

TREASURER

Michelle Longville requested to move into executive session for personnel.

Motion by Spilde and seconded by Lee to adjourn from regular session and move into executive Session for personnel at 1:59 P.M. All present voting aye. Motion carried.

Motion by Lee and seconded by Spilde to adjourn from executive session. Chairman Kazmerzak declared the Board out at 4:00 P.M.

AUDITOR

Steffensen requested to move into executive session for contract negotiations.

Motion by Lee and seconded by Spilde to adjourn from regular session and move into executive session for contract negotiations at 4:00 P.M. All present voting aye. Motion carried.

Motion by Spilde and seconded by Lee to adjourn from executive session. Chairman Kazmerzak declared the Board out at 4:42 P.M.

HEALTH INSURANCE

Motion by Lee and seconded by Lundquist to assign the Group Agent of Record to Mike Emery, Risty Benefits.

The Board adjourned to Tuesday, November 22, 2022, at 8:30 A.M.

SIGNED _____
Doug Kazmerzak, Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.