

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONER

De Smet, South Dakota
November 2, 2021

The Kingsbury County Board of County Commissioners met Tuesday, October 5, 2021, at 8:30 AM in the Courtroom in the County Courthouse with Commissioners Roger Walls, Kyle Lee, Steve Spilde, Doug Kazmerzak and Corey Lundquist. Chairman Walls presided.

Attending via Zoom were Michelle Longville - Treasurer, Tammy Anderson - Director of Equalization, Sheriff Strande, Caryn Hojer - Register of Deeds, Ed Goss - resident, and Mike Siefker - Kingsbury Journal.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Jennifer Barnard, Auditor, stated she would need to add office updates to the agenda. Chairman Walls stated Highway Matters could be removed from the agenda.

Lee moved and Spilde seconded to approve the agenda as edited. All present voting aye - 4, nay - 0, abstain - 0. 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.

Lundquist joined the meeting.

MINUTES

Lee moved and Spilde seconded to approve the minutes of October 19, 2021. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Lundquist moved and Kazmerzak seconded to approve the minutes of October 26, 2021. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

EXECUTIVE SESSION

Chairman Walls stated the Board would need to move into Executive Session for personnel.

Kazmerzak moved and Lee seconded to adjourn from regular session and move into Executive Session for personnel at 8:42 A.M. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Spilde moved and Kazmerzak seconded to adjourn from Executive Session. Chairman Walls declared the Board out at 9:08 A.M.

Chairman Walls read a letter of resignation from Barnard.

Kazmerzak moved and Lee seconded to accept Barnard's letter of resignation, appoint Echo Steffensen as Auditor on November 12, 2021, at 3:00 P.M., starting at \$45,000 per year, and to pay Barnard \$30.00 per hour to train Steffensen as needed. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

CPR CERTIFICATION - DEPUTY SHERIFF HOEFERT

Deputy Sheriff Hoefert met with the Board to request CPR renewal training and certification cards be covered by the county for any county employee who would like to go through the class. The cost is \$50.00 per person.

Kazmerzak moved and Spilde seconded for the cost of the training and certification card to be covered by the county. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

PROPOSED ORDINANCE 57 - SECOND READING

Barnard read Proposed Ordinance 57 as scheduled on October 19, 2021.

Proposed Ordinance 57

AN ORDINANCE FOR THE NAMING OF ADDITIONS, SUBDIVISIONS TRACTS AND ROADS

WHEREAS, every addition, subdivision, or tract within Kingsbury County and subject to this Ordinance shall be uniquely named. Such name shall not duplicate, be the same in spelling, or alike in pronunciation, with or to any existing addition, subdivision, or tract in Kingsbury County; unless it is an extension of or adjoining to an existing addition or subdivision recorded in Kingsbury County, and

WHEREAS, naming of Plats shall not include an initial along with a name. Such addition, subdivision, and tract names are subject to the approval of the Kingsbury County Register of Deeds, whose decision shall be final.

THEREFORE, BE IT ORDAINED BY KINGSBURY COUNTY, those Plats which do not comply with the general provisions of Kingsbury County Ordinances shall not be entitled to recorded and all new road names must be approved by the Register of Deeds, Kingsbury County Emergency Management, and the Kingsbury County Zoning Officer.

All ordinances, or parts of ordinances, in conflict therewith are hereby repealed.

Lundquist moved and Lee seconded to accept and approve Proposed Ordinance 57. All present voting via roll call: Lee - aye, Spilde - aye, Kazmerzak - aye, Lundquist - aye, Walls - aye. Motion carried.

Adopted by the Kingsbury County Commission this 2nd day of November and shall be in effect 20 days after its second publication date of November 17, 2021.

LAKE THOMPSON WATER PROJECT DISTRICT - JIM KNIGHT

Also attending this portion of the meeting were Denise Knight, Tom Cummins, Jack Langar, Rose Solhiem, Norman Solhiem, Darvin Sandve and Dale Storhaug.

Jim Knight met with the Board to discuss establishing a special district around Lake Thompson including areas in Miner County.

Kazmerzak moved and Spilde seconded to support the establishment of the Lake Thompson water Project District. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

VICTIM ADVOCATE - SARA NEWMAN

Newman met with the Board to discuss her duties as victim advocate for the region. The portion of her salary from Kingsbury County is \$4,000.00. Newman requested authorization for Chairman Walls to sign the agreement renewal for 2022.

Spilde moved and Lee seconded for Chairman Walls to sign the agreement renewal for 2022. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

DEPARTMENT OF LEGISLATIVE AUDIT - MARIA SCHWADER

Schwader met with the Board to state she was in process of completing the 2019-2020 County Audit and reviewed the Letter of Agreement with those present. Schwader requested authorization for Chairman Walls to sign the agreement.

Lundquist moved and Spilde seconded for Chairman Walls to sign the Letter of Agreement for the 2019-2020 County Audit. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

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|-----------------------------------|-------------|
| END OF MONTH | |
| COURTHOUSE SALARIES | \$54,005.54 |
| HIGHWAY SALARIES | 25,852.88 |
| PAYROLL DEDUCTIONS | |
| Sanford Health Plan | 26,657.00 |
| AFLAC | 1,056.46 |
| AFLAC | 393.74 |
| Child Support | 201.50 |
| The Principal Financial Group | 250.50 |
| Garnishment | 647.52 |
| Delta Dental | 610.40 |
| Avesis Third Party Administrators | 233.46 |
| SD Retirement Supplement Pretax | 200.00 |
| SD Retirement System | 12,314.40 |
| SD Retirement Supplement | 850.00 |
| AFSCME | 239.50 |
| Kingsbury County | 24,079.75 |

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of October 2021 were reviewed by the Board, along with the Treasurer and Auditor Reports.

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| Cash on Hand | \$ 1,854.00 |
| Checks in Treas. Possession less than 3 days | 439,470.23 |
| Credit Card | 1,341.50 |
| Cash Short | 1,863.54 |
| Cash Long-ISF Check | 0.00 |
| Demand Deposits | 227,465.22 |
| Savings Account | 6,062,428.80 |
| Revolving Loan Fund | 295,536.68 |
| Big Ditch MM | 340,764.34 |
| American Rescue Plan MM | 479,713.87 |
| Time Deposits | 1,657,523.80 |
| TOTAL | 9,507,961.98 |

BREAKDOWN OF MONEY BY FUNDS

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|---|--------------|
| County General Fund | 2,911,014.98 |
| Special Revenue Funds (Road & Bridge, E911 Fund CH Bldg, Revolving Loan, | |

| | | |
|---|---|--------------|
| | Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund) | 2,778,937.70 |
| Drainage Ditch #4 | | 165,746.79 |
| Drainage Ditch Debt Service Cash | | -560.79 |
| Amount held for School Dist. | | 2,689,630.12 |
| Amount held for Townships | | 277,353.26 |
| Amount held for Cities | | 408,956.44 |
| Amount held for East Dakota Water Dist. | | 9,811.17 |
| State Remittance | | 132,727.95 |
| Amount held for others | | 134,344.36 |
| TOTAL | | 9,507,961.98 |

AUDITOR

Barnard presented two requests for the County to assist with funeral expenses. Case number 2021-3, the decedent has no family and the affidavit for reimbursement to the county was not able to be signed.

Kazmerzak moved and Spilde seconded to approve the expenses for case number 2021-3 at the set amount of \$2,000.00. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Case number 2021-4 has a completed application with payment arrangements being made to reimburse the county for the assistance.

Lee moved and Lundquist seconded to approve the expenses for case number 2021-4 at the set amount of \$2,000.00. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Barnard discussed the RSVP need for those attending the District Meeting in Brookings on November 10, 2021.

MAINTENANCE

Lonny Palmlund, Maintenance, met with the Board to discuss various items.

Palmlund informed the Board the flagpole on top of the courthouse had been repaired. The cost for the use of the boom truck was \$1,000.00.

Palmlund discussed the placement of an uninterrupted power supply for the equipment for the boiler. This would be similar to the battery back-ups in the offices with an estimate of \$1,366.00 if the installation was to take place during another scheduled maintenance visit.

The Board had a list of questions to be answered prior to approval.

Lee moved and Spilde seconded to approve the expense for the use of the boom truck for the repair of the flagpole. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

TREASURER

Longville requested to meet with the Board in Executive Session for personnel.

Lundquist moved and Kazmerzak seconded to adjourn from regular session and move into Executive Session for personnel at 12:32 P.M. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Lee moved and Kazmerzak seconded to adjourn from Executive Session. Chairman Walls declared the Board out at 1:17 P.M.

Lee moved and Lundquist seconded to approve the advertisement for Deputy Treasurer. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Lee moved and Spilde seconded to keep an open-end date for the part time position in the Treasurer's office. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

APPROVE CLAIMS

The Board reviewed the vouchers submitted by the Auditor.

Kazmerzak moved and Spilde seconded to adjourn from regular session and move into Executive Session for personnel at 1:32 P.M. All present voting aye - 5, nay - 0, abstain - 0. Motion carried.

Lee moved and Kazmerzak seconded to adjourn from Executive Session. Chairman Walls declared the Board out at 2:19 P.M.

Spilde moved and Kazmerzak 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 - 4, nay - 0, abstain - 0. Motion carried.

MISCELLANEOUS

APPEARA 56.25 SUPPLIES, Tony Aragon 116.90 Pro Serv, AT&T 119.47 UTILITIES, JEFFREY M. BANKS 9887.95 CT APPT ATTY, JENNIFER BARNARD 186.00 AUDITOR TRAVEL, CINDY BAU 60.00 UTILITIES, BLUE360 MEDIA, LLC 92.82 LAW LIBRARY, BOWES CONSTRUCTION, INC 264.86 SUPPLIES, BUTLER MACHINERY COMPANY 1342.66 SUPPLIES, CENTURY BUSINESS PRODUCTS 214.35 SUPPLIES, BRIAN CHRISTENSEN 90.16 TRAVEL, CLUBHOUSE HOTEL & SUITES-PIERR 357.66 TRAVEL, COWBOY COUNTRY STORE-DESMET 52.73 SHERIFF SUPPLIES, CREATIVE PRODUCT

SOURCING, INC 525.37 SUPPLIES, DE SMET WELDING 604.99 REPAIRS AND MAINT, DVL FIRE AND SAFETY 382.70 PRO SERV, G & R CONTROLS, INC 5522.00 REPAIRS AND MAINT, GALLS, LLC- DBA NEVE'S UNIFORM 29.50 UNIFORMS, CARYN HOJER 401.88 TRAVEL, CITY OF HURON 3789.27 911 DISTRIBUTION, INFOTECH SOLUTIONS 2372.49 PRO SERVICES, INTERLAKES COMMUNITY ACTION 391.58 PRO SERVICES, KINGSBURY CONSERVATION DIST 59.56 SUPPLIES, KINGSBURY JOURNAL 157.50 PUBLISHING, KINGSBURY JOURNAL 448.28 PUBLISHING, KINGSBURY COUNTY TREASURER 1478.61 ADV TAX, MICHELLE LONGVILLE 364.04 TRAVEL, LYLE SIGNS, INC. 90.44 SUPPLIES, MICRO COMPUTER SYSTEMS, INC 130.70 PRO SERVICES, MINNEHAHA COUNTY AUDITOR 414.30 MENTAL ILLNESS BOARD, MITCHELL PLUMBING & HEATING CO 21200.00 OTHER, EASTLINE SUPPLY 541.73 SUPPLIES, NORTHERN PLAINS CONST 367110.00 GEN GOV BLDG OTHER, O'KEEFE IMPLEMENT 272.27 SUPPLIES, OFFICE PEEPS INC 510.96 SUPPLIES, PALMLUND AUTOMOTIVE 166.77 REPAIRS & MAINT, PITNEY BOWES 207.12 PRO SERVICES, PRAIRIE AG PARTNERS 2718.69 SUPPLIES, QUILL 96.22 SUPPLIES, BEST WESTERN PLUS RAMKOTA 219.98 TRAVEL, RFD NEWS GROUP 948.89 PUBLISHING, RICH'S GAS & SERVICE 50.00 SUPPLIES, LEROY ROTH 400.00 PRO SERVICES, DEAN SCHAEFER COURT REPORTING 30.00 PRO SERV, SD DEPT OF TRANSPORTATION 1318.44 BRIDGE INSPECTIONS, SD ASSOC OF ASSESSING OFFICERS 150.00 TRAVEL, SDSU-SDLTAP 100.00 TRAVEL & CONF, SMITH'S LUMBER 10.88 SUPPLIES, THYSSENKRUPP ELEVATOR CORP 179.28 PRO SERVICES, TRUCK & TRAILER SPECIALIST LLC 6478.96 REPAIRS & MAINT, TRUSTWORTHY HARDWARE 48.47 SUPPLIES, TWO WAY SOLUTIONS, INC. 1400.00 TOWER RENT, VANDER HAAGS INC 198.32 SUPPLIES, VISA 1.05 SUPPLIES, VISA 3240.70 SUPPLIES, ROGER WALLS 66.96 TRAVEL, WARNE'S APPLIANCE 899.00 FURNITURE, ERLAND WEERTS 83.20 TRAVEL, YANKTON COUNTY SHERIFF OFFICE 50.00 ,

The Board adjourned to Tuesday, November 16, 2021, at 8:30 A.M.

SIGNED

Roger Walls, Chairman

ATTEST

Jennifer Barnard, County Auditor

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