

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota  
November 5, 2020

The Kingsbury County Board of County Commissioners met Thursday, November 5, 2020 at 8:30 A.M. in the Courtroom in the County Courthouse with Commissioners Shelley Nelson and Steve Spilde attending via Zoom. Commissioners Delmer Wolkow, Roger Walls, and Joe Jensen present. Chairman Walls presided. Also attending via Zoom were Ed Goss, Cindy Bau - Emergency Management, Tammy Anderson - Director of Equalization, and Elaine Blachford - Treasurer.

This meeting was recorded and available in the Auditor's office for listening.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Jennifer Barnard, Auditor, requested to add a Liquor License Renewal and Wolkow requested to add courthouse traffic.

Wolkow moved and Spilde seconded to approve the agenda. All present voting aye - 5, nay - 0, motion carried.

MINUTES

Nelson moved and Jensen seconded to approve the minutes of October 20, 2020. All present voting aye - 5, nay - 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.

HIGHWAY

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

Sorenson informed the Board crew was removing snow, as needed, graveling and blading. Potholes are also being filled in various locations in the county.

Sorenson stated an advertisement had been placed in the paper for a hauling bid for rip rap to be placed in various locations. The bids are scheduled to be opened on November 17, 2020 at 9:00 A.M.

Sorenson requested to move into Executive Session for personnel.

Jensen moved and Wolkow seconded to adjourn from regular session and move into Executive Session for personnel at 8:50 A.M. All present voting aye - 5, nay - 0. Motion carried.

Nelson moved and Jensen seconded to adjourn from Executive Session and return to regular session. Chairman Walls declared the Board out at 9:23 A.M.

#### ELECTION CANVAS

Barnard provided the Board with the 2020 General Election information for the Board to review.

Jensen moved and Spilde seconded to accept the 2020 General Election tabulation as presented and for the Board to sign the Election Certificate. All present voting aye - 5, nay - 0. Motion carried.

#### DIRECTOR OF EQUALIZATION

Anderson met with the Board to request a "Beginning Farmer" property tax freeze for property taxes due in 2021 thru 2025. Anderson had Barnard read the following resolution:

#### RESOLUTION 2020-27

DECLARATION OF BEGINNING FARMER DESIGNATION FOR PARCEL # 507 OWNED BY KARIE A ROTTLUFF.

WHEREAS, Karie A Rottluff is the owner of parcel #507 legal description NE 23-109-54 THEREOF (parcel number assigned by Kingsbury County Equalization Office) located in Kingsbury County, South Dakota, meets the criteria of SDCL 10-6-31.5 to qualify as a beginning farmer; and

WHEREAS, by virtue of meeting the criteria set forth in SDCL 10-6-31.4, such parcel may be granted a tax freeze for five (5) years in accordance with the provisions of SDCL 10-6-31.5; and

WHEREAS, the granting of such designation is discretionary with the Kingsbury County Board of Commissioners; and

WHEREAS, The Kingsbury County Board of Commissioners is willing to grant such designation upon the terms and conditions hereinafter set forth.

NOW THEREFORE BE IT RESOLVED, that the Kingsbury County Board of Commissioners grants beginning farmer status to Karie A Rottluff as the owner of parcel #507 as designated by the Kingsbury Equalization Office; and

BE IT FURTHER RESOLVED, that the granting of the beginning farmer status be for a period of five years from the assessment year \_\_\_2020\_\_\_ taxes payable \_\_\_2021\_\_\_ with taxes upon such property be frozen at for the period of time from \_\_\_2020\_\_\_ ending \_\_\_2024 with taxes being payable 2025, except that the tax freeze so granted shall not apply to any new buildings or structures which may be constructed upon such property during the period of the tax freeze.

Jensen moved and Spilde seconded to approve the "Beginning Farmer" tax freeze and for the Chairman to sign the Resolution 2020-27. All present voting aye - 5, nay - 0. Motion carried.

#### HOUSE OF GLASS - KEVIN BRICK

Lonny Palmlund, Maintenance, and Kevin Brick met with the Board to discuss the status of the window replacement project for the Courthouse. Brick stated the project had not been started due to a trickle-down effect of various suppliers closing for Covid-19 related closures and quarantine needs.

The Board requested a confirmed start date be established and submitted in writing.

OPEN DISCUSSION - DEPARTMENT HEADS - COMP TIME REVIEW & PURCHASE PROCEDURE  
Bau, Blachford, Steven Strande - Sheriff, and Jessica Virchow - Deputy Treasurer attended via Zoom. Anderson, Palmlund, Caryn Hojer - Register of Deeds joined the meeting.

The Board reviewed the status of compensatory time that had been accrued over the year and the purchase policy. There was no corrective action needing to be taken. Wolkow presented information showing foot traffic to various offices over several weeks.

The Board also discussed the Covid-19 protocols that had been established and various changes made for the needs of the courthouse and county to continue to function. It was requested for each office to establish a procedure protocol in the event of offices needing to close.

Nelson moved and Wolkow seconded to approve the purchase of five computers that had been made for the Sheriff's office and to be reimbursed by a Homeland Security Grant in the amount of \$13,999.95.

#### APPROVE CLAIMS

Wolkow moved and Jensen 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 - 5, nay - 0. Motion carried.

#### MISCELLANEOUS

1ST DIST ASSC OF LOCAL GOVT. 3277.77 1ST QTR FY21 DUES, ACUITY SPECIALTY PRODUCTS INC 115.94 SUPPLIES, ALCOHOL MONITORING SYSTEMS INC 73.03 JAIL SUPPLIES, APPEARA 62.77 SUPPLIES, ANTONIO ARAGON 79.40 PROFESSIONAL SERVICES, ASPHALT PAVING & MATERIALS 4748.42 PATCHING, AT&T 96.88 UTILITIES, AUDIO CONNECTIONS 11320.81 COURTROOM SOUND SYSTEM, BADGER OIL COMPANY 3213.60 SUPPLIES/FUEL, JENNIFER BARNARD 170.90 ELECTION, CINDY BAU 560.00 NOV CELL BILL & NEW PHONE SHAR, PAULA BERGAN 161.80 GENERAL ELECTION 2020, MARLA BERTSCH 163.44 GENERAL ELECTION 2020, KATHLEEN BIEVER 153.44 GENERAL ELECTION 2020, PMB 0112 6.25 PROFESSIONAL SERVICES, LB413164, BLUE 360 MEDIA, LLC 89.75 SD CRIMINAL & TRAFFIC LAW BOOK, BOB BODE CONSTRUCTION 969.39 SUPPLIES/CULVERTS, PAYTON BOTKIN 50.00 ELECTION, BOWES CONSTRUCTION, INC 6775.63 PATCHING/SEALING, BOYER FORD TRUCKS 211.11 SUPPLIES, BROOKINGS ENGRAVING 52.50 SUPPLIES, BUTLER MACHINERY COMPANY 2752.28 REPAIRS/MAINTENANCE/SUPPLIES, CENTURY BUSINESS PRODUCTS 32.35 SUPPLIES, BRIAN CHRISTENSEN 81.84 WEED BOARD MTG & TRAVEL, JENNIFER CLELLAND 132.50 GENERAL ELECTION 2020, COLES PETROLEUM 17117.10 FUEL, COOK'S WASTEPAPER & RECYCLING 84.77 UTILITIES, KRISTI CURD 149.24 GENERAL ELECTION 2020, DAKOTA FLUID POWER, INC. 36.61 SUPPLIES, SMITH'S LUMBER 62.67 REPAIRS/MAINTENANCE, DE SMET CITY 8.00 SUPPLIES, DE SMET CITY 112.72 UTILITIES, AVERA DESMET HOSPITAL 130.00 PROFESSIONAL SERVICES, DE SMET WELDING 922.85 REPAIRS/MAINTENANCE/SUPPLIES, DELL MARKETING L.P. 1298.24 SUPPLIES, JOHN R. DELZER 646.30 CAA FEES, DESLAURIERS AUTO GLASS 776.00 REPAIRS/MAINTENANCE, DIAMOND MOWERS LLC 25.61 SUPPLIES, GREG DUFFY 60.00 WEED BOARD MTG & TRAVEL, KATIE EIDE 140.00 GENERAL ELECTION 2020, ELECTION SYSTEMS & SOFTWARE IN 1762.80 ELECTION COSTS, JEAN EYKAMP 212.00 GENERAL ELECTION 2020, FIX IT SHOP LOCKSMITH 13.00 SUPPLIES, TANYA FLEGEL 154.56 WEED MONITORING MILEAGE, G & R CONTROLS, INC 2631.00 REPAIRS/MAINTENANCE, GENERATOR SOLUTIONS, INC. 121.67 REPAIRS/MAINTENANCE, CONSTANCE HALVERSON 140.00 GENERAL ELECTION 2020, HILLYARD/SIOUX FALLS 818.13 SUPPLIES, CARYN HOJER 120.72 TRAVEL FALL CONVENTION, CARYN HOJER 120.00 ELECTION, CITY OF HURON 3742.44 8/2020 911 EM SURCHARGE, I STATE TRUCK CENTER 140.04

SUPPLIES, INFOTECH SOLUTIONS 16617.44 PROF SERVICES/ SHERIFF COMPUTE,  
VIKKI IRVIN 50.00 GENERAL ELECTION 2020, JOE JENSEN 58.80 TRAVEL  
REIMBURSEMENT, KINGSBURY CONSERVATION DIST 1303.95 CHEMICAL FOR DITCHES,  
KINGBROOK RURAL WATER 41.40 UTILITIES, KINGSBURY JOURNAL 520.15  
PUBLICATIONS, KINGSBURY COUNTY TREASURER 825.00 ADVANCE TAX, KINGSBURY  
COUNTY TREASURER 200.00 ADVANCE TAX, KINGSBURY COUNTY TREASURER 5867.47  
ADVANCE TAX, LAKE COUNTY SHERIFF'S OFFICE 2475.00 PRISONER CARE, DIANNE  
LARSEN 161.84 GENERAL ELECTION 2020, MARY LEE 30.00 GENERAL ELECTION 2020,  
ROGER LEE 131.76 GENERAL ELECTION 2020, LINCOLN COUNTY 262.50 BMI, DEE ANN  
LOVETT 146.30 GENERAL ELECTION 2020, LYLE SIGNS, INC. 180.88 SIGNS,  
MAYNARD'S FOOD CENTER 27.96 SUPPLIES, MAYNARD'S FOOD CENTER 17.91  
SUPPLIES, MCCUNE ELECTRIC LLC 112.25 REPAIRS/MAINTENANCE, DEBORAH MILLER  
140.00 GENERAL ELECTION 2020, KATHLEEN MILLER 178.56 GENERAL ELECTION  
2020, DIANNE MULDER 193.68 GENERAL ELECTION 2020, O'KEEFE IMPLEMENT  
1928.44 SUPPLIES, OFFICE PEEPS INC 357.98 SUPPLIES, RYAN OLSON 74.28 WEED  
MTG & TRAVEL, PALMLUND AUTOMOTIVE 799.75 REPAIRS/MAINTENANCE, PRAIRIE AG  
PARTNERS 315.60 REPAIRS/MAINTENANCE, DIANNE PERRY 142.60 GENERAL ELECTION  
2020, PITNEY BOWES GLOBAL 207.12 PROFESSIONAL SERVICES, LINDA POPPEN  
165.52 GENERAL ELECTION 2020, PRAXAIR DISTRIBUTION INC. 46.75 SUPPLIES,  
PREMIER EQUIPMENT, LLC 287.48 REPAIRS/MAINTENANCE, QUILL 112.51 SUPPLIES,  
QUILL 266.93 SUPPLIES, RAMKOTA HOTEL & CONFERENCE CTR 154.00 ACCT 1004FN,  
RICH'S GAS & SERVICE 100.00 REPAIRS/MAINTENANCE, RICH'S GAS & SERVICE 3.38  
SUPPLIES, RUNNING SUPPLY INC. 3.98 SUPPLIES, SCHUBLOOM CONST. INC. 12.41  
REPAIRS/MAINTENANCE, SD DEPT OF TRANSPORTATION 1175.57 BRIDGE INSPECTIONS,  
SD GAME FISH & PARKS-ADC 3674.48 ANIMAL DAMAGE CONTROL 2020, SDACO 224.00  
10/2020 MP & R REMITTANCE, SDN COMMUNICATIONS 916.00 PROFESSIONAL  
SERVICES, SANDRA J. SMITH 130.00 GENERAL ELECTION 2020, SPENCER QUARRIES/  
3141.41 SEALING, DEAN STEFFENSEN 30.00 GENERAL ELECTION 2020, JENNY TODD  
80.00 GENERAL ELECTION 2020, TRANSOURCE 690.27 SUPPLIES, TRUENORTH STEEL  
6640.36 CULVERTS/SNOW, TRUGREEN 554.00 PROFESSIONAL SERVICES, TRUSTWORTHY  
HARDWARE 24.45 SUPPLIES, TRUSTWORTHY HARDWARE 136.52 REPAIRS/MAINTENANCE,  
TWO WAY SOLUTIONS, INC. 1400.00 TOWER RENT, KELLI VANOVERBEKE 132.50  
GENERAL ELECTION 2020, VERIZON 396.27 UTILITIES, DE SMET VETERINARY  
SERVICE 153.28 DOG SUPPLIES, VISA 140.00 SUPPLIES, VISA 1454.82 SUPPLIES,  
JOANN WARD 187.82 GENERAL ELECTION 2020, ERLAND WEERTS 76.80 WEED BOARD  
MTG & TRAVEL, PAT WHEELER 50.00 GENERAL ELECTION 2020, WW TIRE 24201.32  
SUPPLIES, ZELL MANUFACTURING 37.00 REPAIRS/MAINTENANCE,

END OF MONTH

COURTHOUSE SALARIES	\$52,131.38
HIGHWAY SALARIES	33,672.05

PAYROLL DEDUCTIONS

Sanford Health Plan	28,702.15
AFLAC	1,425.58
AFLAC	456.40
Office of Child Support Enforcement	403.00

The Principal Financial Group	263.38
Delta Dental	844.00
Avesis Third Party Administrators	217.22
SD Retirement Supplement Pretax	3,250.00
SD Retirement System	13,527.72
SD Retirement Supplement	525.00
AFSCME	283.20
Kingsbury County	26,096.86

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of October 2020 were reviewed by the Board. Nelson moved and Spilde seconded that the Auditor's report with the Treasurer as of the close of business October, 2020 be accepted as follows. All present voting aye - 5, nay - 0. Motion carried.

Cash on Hand	\$ 1,257.29
Checks in Treas. Possession less than 3 days	439,292.11
Credit Card	1,310.25
Cash Short	542.99
Cash Long-ISF Check	100.00
Demand Deposits	75,322.74
Savings Account	6,226,053.70
Revolving Loan Fund	295,153.56
Big Ditch MM	361,954.06
Time Deposits	1,657,523.80
TOTAL	9,058,510.50

BREAKDOWN OF MONEY BY FUNDS

County General Fund	2,546,662.98
Special Revenue Funds (Road & Bridge, E911 Fund CH Bldg, Revolving Loan, Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund)	2,102,608.17
Drainage Ditch #4	188,053.70
Drainage Ditch Debt Service Cash	-1,872.51
Amount held for School Dist.	3,227,281.32
Amount held for Townships	279,447.35
Amount held for Cities	449,691.34
Amount held for East Dakota Water Dist.	11,521.60
State Remittance	131,252.36
Amount held for others	76,486.26
TOTAL	9,058,510.50

AUDITOR

Barnard presented the following items to the Board.

Barnard informed the Board the invoice for the 2021 Dues for SDACC and SDACO (South Dakota Association of County Commissioners and County Officials) had been received. The dues for SDACC include the dues for NACo, the National Association of County officials, total \$1,722.00 and the SDACO dues are \$885.36.

Jensen moved and Wolkow seconded for the SDACC and SDACO dues for 2021 be paid. All present voting aye - 5, nay - 0. Motion carried.

Barnard informed the Board the funds had been received from the Coronavirus Relief Fund for the laptops that had been purchased for the Treasurer, Auditor and Register of Deeds. Barnard requested the approval of an Auto Budget Supplement in the amounts of \$1,560.00 for the Register of Deeds and \$810.00 for each the Treasurer's and Auditor's offices.

Spilde moved and Nelson seconded to approve the Auto Budget Supplement in the requested amounts of \$1,560.00 for the Register of Deeds and \$810.00 for each the Treasurer's and Auditor's offices. All present voting aye - 5, nay - 0. Motion carried.

Barnard informed the Board there was a Uniform Alcoholic Beverage License Application for Mathews Store to be renewed. The property taxes and renewal fee have been paid, and no hearing is required.

Jensen moved and Wolkow seconded to renew the Uniform Alcoholic Beverage License for Mathews Store. All present voting aye - 5, nay - 0. Motion carried.

The Board adjourned to Tuesday, November 17, 2020 at 8:30 A.M.

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

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

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