

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONER

De Smet, South Dakota
February 6, 2024

The Kingsbury County Board of County Commissioners met Tuesday, February 6, 2024, at 8:30 AM in the Courtroom of the County Courthouse with Commissioners Roger Walls, Steve Spilde, Corey Lundquist, and Doug Kazmerzak present. Kyle Lee attended via Zoom. Vice Chairman Lundquist presided.

Attending via Zoom were Tammy Anderson - Director of Equalization, Michelle Longville - Treasurer, Amy Halverson - Kingsbury Journal, and Dr. Victoria McGrath - McGrath Human Resources Group.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance

APPROVE AGENDA

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

Echo Steffensen, Auditor, stated the contract with Codington County for inmate housing and the Contract Law agreement needed to be added for approval and signature.

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

MINUTES

One spelling error was noted in the January 16, 2024 minutes.

Motion by Kazmerzak and seconded by Walls to approve the minutes of January 16, 2024, with one spelling correction. All present voting aye. Motion carried.

PUBLIC COMMENT

Vice Chairman Lundquist asked for public comment. There was none.

CONFLICT OF INTEREST

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

APPROVE CLAIMS

Motion by Walls 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.

1ST DIST ASSC OF LOCAL GOVT. 19163.66 PROFESSIONAL SERV, 81 AUTO CLINIC 52.50 REPAIRS, APPEARA 67.89 SUPPLIES, ANTONIO ARAGON 148.20 INTERPRETOR, AVERA MCKENNAN HOSPITAL 790.00 BMI, BADGER OIL COMPANY 4383.15 FUEL/SUPPLIES, CINDY BAU 75.38 UTILITIES, BEADLE COUNTY SHERIFF 285.00 PRISONER CARE, BELL BANK EQUIPMENT FINANCE 67723.94 EQUIPMENT LEASE PURCHASE, BLUE WHEELER & BANKS LLP 107.00 BMI, BROOKINGS COUNTY SHERIFF'S OFF 7071.07 PRISONER CARE, BUTLER MACHINERY COMPANY 193.39 SUPPLIES, CASTLEROCK CONSTRUCTION 3259.74 REPAIRS, CITY OF DESMET 133.54 UTILITIES, COLES PETROLEUM 21987.71 FUEL, DE SMET WELDING 546.63 REPAIRS, EQUIPMENT BLADES, INC 23277.44 SNOW/SUPPLIES, ROBERT FELDHUS 9855.00 PROFESSIONAL SERV, GLACIAL LAKES AND PRAIRIES 581.00 FEES, ANTHONY HALVERSON 47.01 TRAVEL, CITY OF HURON 3963.51 911 SURCHARGE NOV 2023, I STATE TRUCK CENTER 1061.52 SUPPLIES, INTERLAKES COMMUNITY ACTION 3491.33 PROFESSIONAL SER, INTERSTATE BATTERY 434.85 SUPPLIES, JOE JENSEN 142.80 TRAVEL, JIM HARVEY 17.20 SUPPLIES, KINGSBURY CONSERVATION DIST 15000.00 CONTRIBUTION, KINGBROOK RURAL WATER 48.10 UTILITIES, KINGSBURY ELECTRIC COOP 228.13 REPAIRS, KINGSBURY JOURNAL 42.00 PUBLISHINGS, KINGSBURY JOURNAL 517.33 PUBLISHINGS, LAKE COUNTY SHERIFF'S OFFICE 82.50 PRISONER CARE, LINDE GAS & EQUIPMENT INC 189.19 SUPPLIES, MAYNARD'S FOOD CENTER 55.30 SUPPLIES, MCGRATH HUMAN RESOURCE GROUP 3000.00 PROFESSIONAL SER, MCLEODS PRINTING & OFFICE SUPP 145.94 SUPPLIES, MID-STATES ORGANIZED CRIME 100.00 2024 MEMBERSHIP, MOTOROLA SOLUTIONS, INC. 1900.00 SUPPLIES, MULTI BUSINESS SOLUTIONS, INC 2250.00 PROFESSIONAL SER, EASTLINE SUPPLY 299.57 SUPPLIES, O'KEEFE IMPLEMENT 1455.43 SUPPLIES, OFFICE PEEPS INC 1705.20 SUPPLIES, OUTLAW GRAPHICS 270.00 EQUIPMENT GRAPHICS, OXBOW RESTAURANT 43.80 SUPPLIES, PRAIRIE AG PARTNERS 541.10 REPAIRS/UTILITIES, PITNEY BOWES 207.12 PROFESSIONAL SERV, SD PUBLIC HEALTH LABORATORY 80.00 PRO SERV, QUALIFIED PRESORT SERVICE, LLC 3187.87 PROFESSIONAL SERV, QUILL 209.24 SUPPLIES, RFD NEWS GROUP 356.06 PUBLISHINGS, ROLLING PRAIRIE GRAIN CO 2585.00 SUPPLIES, RUNNING SUPPLY INC. 12.00 SUPPLIES, SANITATION PRODUCTS INC 287.25 REPAIRS, DEAN SCHAEFER COURT REPORTING 30.00 BMI, KEVIN M SCOTTING 2500.00 EQUIPMENT, SD DEPT OF REVENUE 426.10 SALES TAX, SD DEPT OF REVENUE 36000.00 BALANCE OF 12/2023 MV, SD DEPT OF TRANSPORTATION 292.55 BRIDGE INSPECTIONS, SD UNEMPLOYMENT INSURANCE 222.52 4TH QTR UNEMPLOYMENT INSURANCE, SDN COMMUNICATIONS 917.00 PROFESSIONAL SER, SOUTH DAKOTA PUBLIC ASSURANCE 77756.73 PROPERTY/LIABILITY INS, STAMP FULFILLMENT SERVICE 98.95 SUPPLIES, STAMPFULFILLMENT SERVICES 53.15 SUPPLIES, STAN HOUSTON EQUIPMENT COMPANY 204.97 SUPPLIES, STEVENS CONSTRUCTION, LLC 8597.32 REPAIRS/SUPPLIES, STEVE STRANDE 819.99 REPAIRS/CORONER FEE, THOMSON REUTERS 616.00 PROFESSIONAL SERV, TRANSOURCE 2180.94

SUPPLIES/REPAIRS, TRUSTWORTHY HARDWARE 93.32 SUPPLIES, TWO WAY SOLUTIONS, INC. 267.99 SUPPLIES, TWO WAY SOLUTIONS, INC. 87.96 EQUIPMENT, TYLER TECHNOLOGIES, INC. 449.00 PRO SERVICES, VERIZON 209.65 UTILITIES, VISA 213.02 SUPPLIES, DAVID WHEELER 2192.79 CT APPT ATTY FEES, WW TIRE 1192.51 REPAIRS/SUPPLIES, WW TIRE 27.51 REPAIRS, ZELL MANUFACTURING 220.00 REPAIR,

END OF MONTH

COURTHOUSE SALARIES \$ 66,382.92
HIGHWAY SALARIES 33,733.12

PAYROLL DEDUCTIONS

Wellmark Health Plan 38,397.37
Three Fivers Benefits 6,643.26
AFLAC 1,323.56
AFLAC 208.48
Reliance Life Insurance 184.84
Reliance Matrix Dental 1,868.79
Reliance Matrix Vision 283.92
SD Retirement Supplement Pretax 525.00
SD Retirement System 15,580.54
SD Retirement Supplement 680.00
AFSCME 93.04
Kingsbury County 29,160.23

HIGHWAY

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

Sorenson presented information to purchase a new pickup from O'Keefe's for \$49,000.00 and requested approval to place the order and purchase the pickup.

Motion by Kazmerzak and seconded by Walls to approve the purchase of the pickup from O'Keefe's for \$49,000.00 and for Sorenson to place the order. All present voting aye. Motion carried.

Sorenson requested approval to surplus 2 H Blades with wings and V-plows.

Motion by Kazmerzak and seconded by Spilde to approve the surplus of 2 H Blades with wings and V-plows. All present voting aye. Motion carried.

Sorenson requested travel approval to Deadwood, SD on March 18-21, 2024 to attend the Highway Superintendent Conference.

Motion by Kazmerzak and seconded by Walls to approve the travel request for Sorenson to Deadwood on March 18-21, 2024 to attend the Highway Superintendent Conference. All present voting aye. Motion carried.

Sorenson requested to move into executive session for personnel.

Motion by Walls and seconded by Spilde to adjourn from regular session and move into executive session for personnel at 8:50 A.M. All present voting aye. Motion carried.

Vice Chairman Lundquist declared the Board out of executive session at 9:09 A.M.

Motion by Spilde and seconded by Kazmerzak to approve moving a highway employee into a Lead position with a .50/hr. increase in pay and another highway employee into Shop Foreman with a .50/hr. increase in pay. All present voting aye. Motion carried.

TODD KAYS- FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS

Todd Kays, Executive Director of First District Association of Local Governments met with the Board to provide an overview of the services that were provided in 2023 for local governments.

Kays provided an overview of upcoming Ordinance changes to the Kingsbury County Zoning Ordinance.

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of January 2024 were reviewed by the Board. Motion by Walls and seconded by Spilde that the Auditor's report with the Treasurer as of the close of business January 31, 2024 be accepted as follows. All present voting aye. Motion carried.

Cash on Hand	\$ 2,672.40
Checks in Treas. Possession less than 3 days	23,942.87
Credit Card	776.60
Uncollected Credit Cards	611.36
Demand Deposits	365,337.47
Savings Account	2,410,434.06
Revolving Loan Fund	194,086.09
Big Ditch MM	357,661.22
Time Deposits	1,657,523.80
TOTAL	\$5,013,045.87

BREAKDOWN OF MONEY BY FUNDS

County General Fund	2,396,769.31
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)	1,793,092.79
Drainage Ditch #4	164,713.64
Drainage Ditch Debt Service Cash	9,805.52
Amount held for School Dist.	291,251.05
Amount held for Townships	36,855.55
Amount held for Cities	32,688.11
Amount held for East Dakota Water Dist.	1,044.20
State Remittance	178,121.41
Amount held for others	108,704.29
TOTAL	\$5,013,045.87

HUMAN RESOURCES

Natalie Remund, HR Consultant and Dr. Victoria McGrath, McGrath Human Resources Group met with the Board to provide an overview of the upcoming Classification and Compensation Study to be performed by McGrath Human Resources Group.

SUMMIT CARBON SOLUTIONS

Aaron Eldridge, Project Manager with Summit Carbon Solutions met with the Board to provide an update on the status of the project.

PLANNING & ZONING

Motion by Kazmerzak and seconded by Walls to adjourn from regular session and move into Planning & Zoning at 11:13 A.M. All present voting aye. Motion carried.

Vice Chairman Lundquist declared the Board out of Planning & Zoning and back into regular session at 11:25 A.M.

RESOLUTION 2024-3

Steffensen read the following resolution for the Plat of Wutsch Addition in the NE1/4 of Section 18, Township 110 North, Range 58 West of the 5th P.M., Kingsbury County, South Dakota forwarded to the Board by the Planning and Zoning Commission:

RESOLUTION # 2024-3

WHEREAS, The Kingsbury County Planning & Zoning Board met to review the Plat of Wutsch Addition in the NE1/4 of Section 18, Township 110

North, Range 58 West of the 5th P.M., Kingsbury County, South Dakota on February 6, 2024; and

WHEREAS the Kingsbury County Planning & Zoning Commission recommended approval of the same to the Kingsbury County Board of County Commissioners, and

Now, Therefore, be it resolved, that the Kingsbury County Board of County Commissioners accepts and approves the Plat of Wutsch Addition in the NE1/4 of Section 18, Township 110 North, Range 58 West of the 5th P.M., Kingsbury County, South Dakota

Motion by Spilde and seconded by Walls to accept and adopt Resolution 2024-3 and for Vice Chairman Lundquist to sign the same.

Vice Chairman Lundquist called for discussion. There was none.

All present voting via roll call. Kazmerzak - aye, Walls - aye, Lundquist - aye and Spilde - aye. Motion carried.

AUDITOR

Steffensen presented and read the Rangeland Fire Assistance resolution to appoint County contacts.

RESOLUTION 2024-4
RESOLUTION FOR RANGELAND FIRE ASSISTANCE

"BE IT HEREBY RESOLVED, that the list of individuals set forth below, are hereby authorized to request rangeland fire assistance, on behalf of the County of Kingsbury as specified in SDCL 41-20A-11. The authority to request assistance as provided by resolution of the County of Kingsbury Board of Commissioners."

County Fire Assistance Authorization List: Kingsbury County

Effective date: April 1, 2024

Name of Individual	Position	Daytime Phone	Emergency or Cell Phone
Cindy Bau	Emergency Manager	605-854-3711	605-860-6002
Steve Strande	Sheriff	605-854-3339	605-203-0415

"BE IT HEREBY RESOLVED, that Echo Steffensen, Auditor, is appointed County Rural Fire Coordinator for the County of Kingsbury. The Rural Fire Coordinator is hereby authorized to act as a single point of contact, on behalf of the County of Kingsbury, in dealing with administrative matters such as burn bans, billings, or questions about this Rangeland Fire Agreement specific to the County. This authority shall continue in full force and effect until terminated or modified by resolution of the County of Kingsbury Board of Commissioners."

Motion by Kazmerzak and seconded by Spilde to accept and adopt Resolution 2024-4 and for Vice Chairman Lundquist to sign the same.

Vice Chairman Lundquist called for discussion. There was none.

All present voting via roll call. Kazmerzak - aye, Walls - aye, Lundquist - aye and Spilde - aye. Motion carried.

DIRECTOR OF EQUALIZATION

Tammy Anderson, Director of Equalization, met with the Board to discuss office matters.

Anderson requested to move into executive session for personnel.

Motion by Kazmerzak and seconded by Walls to adjourn from regular session and move into executive session for personnel at 11:30 A.M. All present voting aye. Motion carried.

Vice Chairman Lundquist declared the Board out of executive session at 11:48 A.M.

Anderson stated record #541 qualified for Veterans Exemption and requested to abate the 2023 taxes due in 2024.

Motion by Walls and seconded by Spilde to abate the 2023 taxes due 2024 on record #541 and to thank the veteran for their service. All present voting aye. Motion carried.

Anderson requested a partial abatement on record #7455 to correct the 2023 taxes due 2024.

Motion by Kazmerzak and seconded by Walls to approve the partial abatement on record #7455 to correct the 2023 taxes due 2024. All present voting aye. Motion carried.

Anderson requested the Board approve adding the additional duties of GIA Coordinator to the Deputy Director of Equalization at a rate of \$100 per pay period.

Remund, HR Consultant joined the meeting to discuss the process.

The Board tabled the matter until the February 20, 2024 meeting.

AUDITOR

Echo Steffensen, Auditor, requested travel approval for herself and the Deputy Auditor to travel to Pierre February 28 & 29, 2024 for Election training. Steffensen stated her office would need to be closed for 2 days if both herself and the Deputy attended.

Motion by Walls and seconded by Kazmerzak to approve travel for the Auditor and Deputy Auditor to Pierre February 28 & 29, 2024 for Election training and leave it up to the discretion of the Auditor if both attended and the office closed. All present voting aye. Motion carried.

Steffensen presented for Sheriff Strande the Inmate Housing contract with Codington County for approval and signature.

Motion by Walls and seconded by Spilde to approve the Inmate Housing contract with Codington County and for Vice Chairman Lundquist to sign said contract. All present voting aye. Motion carried.

Steffensen presented for Sheriff Strande the City of Arlington Contract Law contract for approval and signature.

Motion by Kazmerzak and seconded by Spilde to approve the City of Arlington Contract Law contract and for Vice Chairman Lundquist to sign said contract. All present voting aye. Motion carried.

MAINTENANCE

Lonny Palmlund met with the Board to discuss Courthouse matters.

Palmlund provided information to the Board on costs of changing the microphones for the sound system.

The Board tabled the discussion until the February 20, 2024 meeting.

Palmlund informed the Board the rope and pulley system for lowering and changing the flag on the dome is broken and a lift would need to be secured for the repairs. Palmlund presented a cost of approximately \$1500.00 to rent a lift.

It was the consensus of the Board for Palmlund to move forward with what was needed to make the repairs and replace the flag.

Palmlund presented information to the Board for reseeding the Courthouse lawn and requested they consider installing an irrigation system.

It was the consensus of the Board to not pursue an irrigation system and asked Palmlund to acquire more information on the reseeding project.

STATES ATTORNEY AND HUMAN RESOURCES

Gary Schumacher, States Attorney and John Delzer, Attorney met with the Board.

Schumacher requested to move into executive session for contract negotiations.

Motion by Kazmerzak and seconded by Spilde to adjourn from regular session and move into executive session for contract negotiations at 1:22 P.M. All present voting aye. Motion carried.

Vice Chairman Lundquist declared the Board back into regular session at 2:23 P.M.

Motion by Walls and seconded by Spilde to accept the recommendation from Gary Schumacher to hire John Delzer as Deputy States Attorney and set the 2024 annual salary for said position at \$16,000.00. All present voting aye. Motion carried.

TREASURER

Michelle Longville, Treasurer, met with the Board along with Natalie Remund, HR Consultant to discuss the matter of retaining the part time employee on an as needed basis.

The Board tabled the matter until the February 20, 2024 meeting.

Motion by Spilde and seconded by Walls to allow the Treasurer to call in the part time employee on as needed basis for the 2-week period until February 20, 2024. All present voting aye. Motion carried.

AUDITOR

Steffensen requested approval to hire a part time employee for 20-40 hrs. a week as an Administrative Assistant in the Auditor office.

Steffensen requested to move into executive session for personnel.

Motion by Walls and seconded by Spilde to adjourn from regular session and move into executive session for personnel 3:12 P.M. All present voting aye. Motion carried.

Vice Chairman Lundquist declared the Board back into regular session at 3:31 P.M.

Motion by Walls to approve the Auditor's request to hire a part-time Administrative Assistant and for Human Resources to post and advertise the position for 20-40 hrs. per week at a pay rate of \$15.50 per hour.

The Board adjourned to Tuesday, February 20, 2024, at 8:30 A.M.

SIGNED _____
Corey Lundquist, Vice Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.