

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota
February 7, 2023

The Kingsbury County Board of County Commissioners met Tuesday, February 7, 2023, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Roger Walls, Steve Spilde, and Corey Lundquist present. Commissioners Kyle Lee and Doug Kazmerzak attended via Zoom. Roger walls presided as acting Chairman.

Attending via Zoom were Michelle Longville - Treasurer, Tammy Anderson - Director of Equalization, Sheriff Strande and Nicole Rehmund - HR Consultant, Amy Halverson - Kingsbury Journal.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Echo Steffensen, Auditor, stated Caryn Hojer, Register of Deeds would not be attending and asked to remove her from the agenda.

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

MINUTES

Motion by Lundquist and seconded by Lee to approve the minutes of January 13, 2023, with the following corrections. All present voting aye. Motion carried.

Motion by Lundquist and seconded by ~~Lundquist~~ Lee to accept and adopt the Disaster Declaration Resolution and for Chairman Kazmerzak to sign the same. All present voting via roll call. Kazmerzak - aye, Lee - aye, Walls - aye, and Lundquist - aye. Motion carried.

2022 Pay Scale including varying longevity based on years of service:
Commissioners-\$15,377.44, Chairman-\$18,703.10; Zoning Officer-\$31,800.00;
Auditor-\$56,602.16; Treasurer-\$56,602.16; Register of Deeds-\$58,578.16;
Director of Equalization-\$58,058.16; Sheriff-~~\$662,916.54~~ \$62,916.54;
Highway Superintendent-\$73,692.54; State's Attorney-\$55,071.81; Deputy
Auditor- \$18.32/hr.; Deputy Treasurer (1)-\$17.32/hr.; Treasurer Clerk-
\$17.82/hr.; Deputy Register of Deeds-\$20.19/hr.; Deputy Director of
Equalization-\$20.20/hr.; Director of Equalization Clerk - \$17.82/hr.;
Sheriff Secretary/Dispatcher-\$21.30/hr.; Highway Secretary-\$18.72/hr.; 4-H

Assistant-\$19.33/hr.; Emergency Management-~~\$39,620.44~~ \$40,140.44; 911 Coordinator-\$4,956.14; Veteran's Service Officer-\$19,836.38; Custodian-\$61,795.62; 4-H Groundskeeper-\$14.87/hr.; Deputy Sheriff (1)-\$51,002.89; Deputy Sheriff (2)-\$47,495.28; Deputy Sheriff (3)-\$43,785.60; Deputy State's Attorney-\$14,858.41; States Attorney Steno-\$15.00; Weed Supervisor-\$7,050.00; Highway Workers-\$13.00/hr. (1), \$15.50/hr. (1), \$20.00/hr. (1), \$20.50 (1), \$21.11/hr. (2), \$21.21 (1), \$22.04 (1).

Motion by Kazmerzak and seconded by Spilde to approve the minutes of January 17, 2023. All present voting aye. Motion carried.

PUBLIC COMMENT

Acting Chairman Walls asked for public comment. There was none.

CONFLICT OF INTEREST

Acting Chairman Walls asked the Board if there was any conflict of interest.

HUMAN RESOURCES

Natalie Remund, HR Consultant joined the meeting via Zoom to update the Board.

Remund stated she has been in De Smet on a weekly basis and has met with all the Department Heads and some of the employees.

Remund has set the County up on Indeed and is assisting the Treasurer and the Highway Department in the hiring process.

Remund stated the union representative for the County has changed and has not received a response on the Commission proposal.

HIGHWAY DEPARTMENT

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

Sorenson provided a copy of the year end report for the Highway Department to each Commissioner.

Sorenson stated the need to approve Civil Design Inc. to do bridge inspections for 2023.

Motion by Kazmerzak and seconded by Lundquist to approve Civil Design Inc. for bridged inspections needed in 2023. All present voting aye. Motion carried.

Sorenson informed the Board the State was requesting the Road Limits for 2023 and requested to leave them as previous years. It was the consensus to do so.

The Board discussed the possible need to have a written agreement with the garbage hauler as those trucks are over the limit. Sorenson will contact garbage hauler and other counties for more information.

Sorenson stated it was annual bid time and the bid opening would be scheduled for March 7, 2023, at 9:00 A.M.

Sorenson presented 2 quotes for a new Motor Patrol. The quotes are from John Deere and Butler Cat. A representative from the companies will attend the February 21st and the March 7th meeting.

Sorenson requested travel approval to Deadwood for the Annual Short course meeting March 21 - March 23, 2023.

Motion by Lundquist and seconded by Spilde to approve the travel for Sorenson to travel to the Short Course meeting in Deadwood March 21-March 23, 2023. All present voting aye. Motion

Sorenson stated he had hired a new employee to begin work in 2 weeks and was working with Natalie Remund, HR Consultant on other prospective employees that had applied via Indeed.

Kazmerzak inquired about the surplus property at the Highway Department. Sorenson will put together a list for a future sale.

MAINTENANCE

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

Palmlund informed the Board some electrical upgrades were needed in the Sheriff's building and presented an estimate of \$975.00 from Kingsbury Electric.

Palmlund stated there are some repairs needed for the fresh air intake system and had received an estimate of \$905.00 plus travel.

Kazmerzak inquired about the vault cleanup that had been discussed at an earlier meeting. Palmlund stated a determination would need to be made on

what documents currently in the vault are salvageable and what is necessary to keep.

Kazmerzak inquired about the status of a donation box for the statues and flag display. Palmlund will put together some ideas to present.

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of January 2023 were reviewed by the Board. Motion by Lundquist and seconded by Spilde that the Auditor's report with the Treasurer as of the close of business January 31, 2023, be accepted as follows. All present voting aye. Motion carried.

Cash on Hand	\$ 1756.30
Checks in Treas. Possession less than 3 days	40,013.36
Credit Card	583.18
Uncollected Credit Card	0.00
Cash Long/short	0.00
Demand Deposits	120,153.76
Savings Account	2,280,282.89
Revolving Loan Fund	296,359.93
Big Ditch MM	345,512.03
Time Deposits	1,657,523.80
TOTAL	\$4,742,185.25

BREAKDOWN OF MONEY BY FUNDS

County General Fund	\$2,381,367.78
Special Revenue Funds (Road & Bridge, E911 Fund Dare, Revolving Loan, Emergency Management, Domestic Abuse Funds 24/7 & M&P Fund American Rescue, Rural Infrastructure)	1,576,286.64
Drainage Ditch #4	165,746.79
Drainage Ditch Debt Service Cash	4,308.77
Amount held for School Dist.	203,382.95
Amount held for Townships	25,817.78
Amount held for Cities	36,965.22
Amount held for East Dakota Water Dist.	731.29
State Remittance	188,652.15
Amount held for others	158,925.88
TOTAL	\$4,742,185.25

EMERGENCY MANAGEMENT

Cindy Bau, Emergency Management met with the Board to update them on Emergency Management and LEPC matters.

Bau stated the Pre-disaster Mitigation and Hazardous Materials plans are needing to be updated and is working with 1st District on the updates.

Bau informed the Board the fire departments within the county were requesting a mutual aid agreement and has prepared one. The agreement is being reviewed by the State's Attorney.

Bau informed the Board the LEPC meeting would be on February 15, 2023 at 7:00 P.M. Tango Tango will be attending virtually to provide an overview on their updates.

Bau requested the Board take part in a virtual training session on Incident Command System Overview on July 24, 2023 and presented the information needed to register.

Bau requested to schedule ALICE (Alert, Lock-down, Inform, Counter and Evacuate) training for all County employees. Justin Page, the new Trooper in the area will provide the training. Several dates and the need to close the courthouse for the training was discussed. Bau will contact Page to determine which date will work.

Bau informed the Board the BRIC Grant with Spirit Lake Township was completed and the funds were received to be distributed to Spirit Lake Township.

TREASURER

Michelle Longville met with the Board to request an abatement for a Senior/Disabled Freeze application 2023-1 that was received after the 2022 deadline.

Motion by Kazmerzak and seconded by Spilde to abate the taxes for Senior Freeze application 2023-1. All present voting aye. Motion carried.

Longville informed the Board of another Senior/Disabled Freeze applicant that had qualified several years ago and was not aware of the need to apply each year. The applicant will provide an application for 2022 taxes due 2023 and 2023 due 2024. If qualified the municipality would first be notified and the County would then act on the abatement.

Longville requested to move into executive session for contract negotiations.

Motion by Splide and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 10:20 A.M. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Spilde to adjourn from executive session. Acting Chairman Walls declared the Board out at 10:48 A.M.

APPROVE CLAIMS

The Board reviewed the vouchers submitted by the Auditor.

Motion by Kazmerzak and seconded by Lee 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. 3477.50 PROFESSIONAL SERV, 1ST DIST ASSC OF LOCAL GOVT. 3477.50 PROFESSIONAL SERV, 1ST DIST ASSC OF LOCAL GOVT. 3500.00 PROFESSIONAL SERV, APPEARA 73.93 SUPPLIES, AT&T 120.56 UTILITIES, BADGER OIL COMPANY 10701.90 SUPPLIES/FUEL, BARRETT'S FLOORING 2500.00 BUILDING MAINT, CINDY BAU 31.92 SUPPLIES, BEADLE COUNTY SHERIFF 95.00 PRISONER CARE, BUTLER MACHINERY COMPANY 1924.55 SUPPLIES/REPAIRS, CENTURY BUSINESS PRODUCTS 29.29 SUPPLIES, CENTURYLINK 327.49 UTILITIES, CITY OF DESMET 126.46 UTILITIES, COMMUNITY COUNSELING SERVICES 15000.00 COMMUNITY SERV, CREATIVE PRODUCT SOURCING INC 985.19 DARE PROG SUPPLIES, DEPARTMENT OF THE TREASURY 79.51 FEES, SMITH'S LUMBER 226.26 REPAIRS, DE SMET FLOWERS & GIFTS 106.51 SUPPLIES, DE SMET WELDING 738.87 REPAIRS/SUPPLIES, KATHY DEDEYNE 36.72 TRAVEL REIM, DEPARTMENT OF THE TREASURY 109.38 FEES, DESLAURIERS AUTO GLASS 1090.00 REPAIRS, BRANDON DUFFY 125.00 CORONER, GALLS 63.75 UNIFORMS, INFOTECH SOLUTIONS 2878.49 PROFESSIONAL SERV, INTERLAKES COMMUNITY ACTION 3167.17 COMMUNITY SERVICES, INTERSTATE BATTERY 122.00 SUPPLIES, MICHAEL JENKINS 113.00 UNIFORMS, JOE JENSEN 158.10 TRAVEL REIM, KINGSBURY CONSERVATION DIST 679.00 FEES, KINGBROOK RURAL WATER 36.00 UTILITIES, KINGSBURY JOURNAL 789.82 PUBLISHINGS, LEADS ONLINE, LLC 1574.00 SUPPLIES, LINCOLN COUNTY 151.50 BMI, LINDE GAS & EQUIPMENT INC 181.53 SUPPLIES, MICHELLE LONGVILLE 244.95 TRAVEL REIM FALL CONV 2022, MACS INC 56.23 SUPPLIES, MAYNARD'S FOOD CENTER 6.38 SUPPLIES, MCLEODS PRINTING & OFFICE SUPP 289.90 SUPPLIES, MENARDS 1117.60 SUPPLIES, MOCIC 100.00 MEMBERSHIP FEES, MULTI BUSINESS SOLUTIONS, INC 2150.00 PROFESSIONAL SERV, EASTLINE SUPPLY 123.09 SUPPLIES, EASTLINE SUPPLY 35.74 REPAIRS EM VEHICLE, NORTHWESTERN ENERGY 1954.79 UTILITIES, O'KEEFE IMPLEMENT 606.81 SUPPLIES, OFFICE PEEPS INC 952.52 SUPPLIES, PRAIRIE AG PARTNERS 794.86 SUPPLIES/UTILITIES, PITNEY BOWES 207.12 LEASE, PREMIER EQUIPMENT LLC 49.06 SUPPLIES, SD PUBLIC HEALTH LABORATORY 280.00 PRISONER CARE FEES, QUILL 84.32 SUPPLIES, QUILL 231.00 SUPPLIES, RAMKOTA HOTEL & CONFERENCE CEN 92.00 CONFERENCE, RFD NEWS GROUP 792.66 PUBLISHINGS, ROLLING PRAIRIE GRAIN CO 2580.60 SNOW, RUNNING SUPPLY INC. 92.06 SUPPLIES, DEAN SCHAEFER COURT REPORTING 24.00 BMI, SD DEPT OF REVENUE 459.01 FEES, SD DEPT OF

TRANSPORTATION 395.18 BRIDGE INSPECTIONS, SD FEDERAL PROPERTY AGENCY 6.00
 SUPPLIES, SDACC 1728.00 FEES, SDACO 164.00 FEES, SDACO 910.33 FEES, SDML
 WORKERS' COMPENSATION 34782.00 FEES, SD UNEMPLOYMENT INSURANCE 360.89
 FEES, SDN COMMUNICATIONS 917.00 PROFESSIONAL SERV, SIRCHIE 257.09
 SUPPLIES, STAN HOUSTON EQUIPMENT COMPANY 139.95 SUPPLIES, STEVE STRANDE
 205.00 CORONER FEE & SUPPLIES, TRANSOURCE 1222.66 REPAIRS/SUPPLIES,
 TRUENORTH STEEL 6519.25 SNOW REMOVAL, TRUGREEN 1146.54 PRO SERV,
 TRUSTWORTHY HARDWARE 328.43 SUPPLIES, TRUSTWORTHY HARDWARE 571.37
 REPAIRS/SUPPLIES, TWO WAY SOLUTIONS, INC. 50.98 SUPPLIES, TWO WAY
 SOLUTIONS, INC. 247.50 REPAIRS, UNITED STATES TREASURY 137.83 FEES,, USPS
 87.00 POSTAGE, USPS 126.00 POSTAGE, USPS 1890.00 POSTAGE, USPS-POSTAGE BY
 PHONE 5000.00 POSTAGE, VERIZON 453.23 UTILITIES, VISA 2607.13 SUPPLIES,
 ZELL MANUFACTURING 997.47 REPAIRS, ZEP MANUFACTURING CO 114.95 SUPPLIES,

MISCELLANEOUS

END OF MONTH

COURTHOUSE SALARIES	\$60,941.13
HIGHWAY SALARIES	24,097.69

PAYROLL DEDUCTIONS

Sanford Health Plan	24,749.00
Wellmark Health Plan	27,297.07
Three Fivers Benefits	10,770.44
AFLAC	1,487.78
AFLAC	286.74
Beam Life Insurance	333.36
Aflac Dental	1,389.60
Beam Vision	510.24
SD Retirement Supplement Pretax	200.00
SD Retirement System	12,755.44
SD Retirement Supplement	740.00
AFSCME	93.04
Kingsbury County	24,611.23

PLANNING AND ZONING

Motion by Lundquist and seconded by Spilde to adjourn from regular session and move into Planning and Zoning at 11:09 A.M.

Acting Chairman Walls declared the Board out of Planning and Zoning at 11:29 A.M.

Steffensen read the following resolution:

RESOLUTION # 2023-2

WHEREAS, The Kingsbury County Planning & Zoning Board met to review the Plat of Tracts 1, 2 and 3 of Montross Addition an addition in the

North Half of Section 19, Township 111 North, Range 55 West of the 5th Principal Meridian Kingsbury County, South Dakota on February 7, 2023; 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 Tracts 1, 2 and 3 of Montross Addition an addition in the North Half of Section 19, Township 111 North, Range 55 West of the 5th Principal Meridian Kingsbury County, South Dakota

Motion by Lundquist and seconded by Kazmerzak to accept and adopt Resolution 2023-2 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.

AUDITOR

Steffensen presented an affidavit for lost check #91893 for \$5.04 dated 1/18/202 and requested authorization to void and replace the check.

Motion by Kazmerzak and seconded by Splide to grant authorization to void and replace check #91893 for \$5.04. All present voting aye. Motion carried.

Steffensen requested an amendment to the approval of a tax abatement for record #8142 on January 17, 2023. The amount first requested was for only half the taxes in the amount of \$266.23. The request should have been for the full year's taxes of \$532.46.

Motion by Lee and seconded by Lundquist to amend the prior motion to abate the full 2022 taxes of \$532.46. for record #8143. All present voting aye. Motion carried.

Steffensen presented a request to abate the 2022 taxes due 2023 for record #8302 in the amount of \$13.29. The 2021 taxes due 2022 were abated last year because the record is a duplicate. The record will be deleted.

Motion by Lee and seconded by Lundquist to abate the 2022 taxes in the amount of \$13.29 on record #8302. All present voting aye. Motion carried.

Steffensen present a request to abate the 2023 mobile home taxes on record #5134 of \$8.04 that were paid when sold in 2022.

Motion by Kazmerzak and seconded by Spilde to abate the 2023 mobile home taxes on record #5134 in the amount of \$8.04. All present voting aye. Motion carried.

Steffensen informed the Board that Mike Emery from Risty Benefits had contacted her stating that Beam Life Insurance would not insure employees that worked less than 30 hours per week. The County currently provided the benefit to employees who work 24 hours per week or more. Emery suggested the switch be made to Reliance Standard Life to provide coverage to those employees who worked less than 30 hours per week. The coverage and premium would remain the same.

Motion by Kazmerzak and seconded by Lundquist to change the life insurance provider from Beam to Reliance Standard. All present voting aye. Motion carried.

OPEN DISCUSSION

The Board discussed the possibility of having an appreciation/recognition dinner or some other type of recognition for the county employees. The discussion was tabled to a later date.

Steffensen stated a letter had been received requesting an updated resolution for Rangeland Fire Assistance naming those to be authorized to make requests for assistance.

Steffensen read the following resolution:

RESOLUTION 2023-1
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, 2023

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 Lundquist and seconded by Spilde to accept and adopt Resolution 2022-1 and for Chairman Kazmerzak to sign the same. All present via roll call. Kazmerzak - aye, Lee - aye, Walls - aye, Lundquist - aye and Spilde - aye. Motion carried.

The Board adjourned to Tuesday, February 21, 2023 at 8:30 A.M.

SIGNED _____
Doug Kazmerzak, Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.