

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

\*\* unapproved draft minutes\*\*

De Smet, South Dakota  
April 24, 2025

The Kingsbury County Board of County Commissioners met Thursday, April 24, 2025, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Kyle Lee, Troy Nelson, and Roger Walls present. Chairman Lee presided.

Attending via Zoom were Amy Halverson- Kingsbury Journal, Tammy Anderson - Director of Equalization, Cindy Bau, Emergency Manager, Natalie Remund, HR Consultant.

Chairman Lee called the meeting to order.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

AGENDA

Chairman Lee asked if there were any additions or changes to the agenda. There were none.

Motion by Nelson and seconded by Walls to approve the agenda. All present voting aye. Motion carried.

MINUTES

Motion by Nelson and seconded by Walls to approve the minutes of April 8, 2025. All present voting aye. Motion carried.

PUBLIC COMMENT

Chairman Lee asked for public comment. There was none

CONFLICT OF INTEREST

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

APPROVE CLAIMS

Motion by Nelson and seconded by Walls 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.

BROOKINGS COUNTY 70.00 SIOUX VALLEY COMMISSION MTG, CENTURY BUSINESS PRODUCTS 79.12 COPIER CONTRACT, CENTURYLINK 242.65 UTILITIES, CENTURYLINK 1054.97 PHONE UTILITY, CITY OF DESMET 196.58 WATER UTILITY, COOK'S WASTEPAPER & RECYCLING 64.75 UTILITIES, INFOTECH SOLUTIONS 3178.99 PRO SERV-TECHNOLOGY, KINGSBURY ELECTRIC COOP 576.00 UTILITIES, KINGSBURY COUNTY TREASURER 7214.90 ADVANCE TAX, NORTHWESTERN ENERGY 380.98 UTILITIES, NORTHWESTERN ENERGY 602.51 GAS UTILITY, OFFICE PEEPS INC 31.46 COPIER CONTRACT, OTTERTAIL POWER COMPANY 180.66 UTILITIES, OTTERTAIL POWER COMPANY 1365.92 ELECTRIC UTILITY, QUILL 23.71 TREAS SUPPLIES, SD UNEMPLOYMENT INSURANCE 1044.42 UNEMPLOYMENT INS 1ST QTR 2025, WW TIRE 1928.23 HWY SUPPLIES, WW TIRE 3325.68 HWY SUPPLIES,

#### AUDITOR

Echo Steffensen presented an application for an abatement for record #8566 due to an error made in identifying entry or description of the real property.

Motion by Nelson and seconded by Walls to approve the abatement application for record #8566. All present voting aye. Motion carried.

Steffensen requested travel approval for herself, the Register of Deeds and the Treasurer, to attend the Spring Workshop in Pierre, SD on May 14-15, 2025.

Motion by Nelson and seconded by Walls to approve the travel request for the Auditor, the Register of Deeds and the Treasurer, to attend the Spring Workshop in Pierre, SD on May 14-15, 2025. All present voting aye. Motion carried.

Steffensen presented information to the Board from Tanya Flegel, Conservation, concerning the Emerald Ash Borer.

Steffensen presented a request from Carter Fredericksen, Family Heritage, to offer a voluntary benefit to the employees. The Board tabled the matter.

#### BOARD OF EQUALIZATION- Minutes Only

Motion by Walls and seconded by Nelson to move into Board of Equalization to approve the minutes from April 8, 2025, at 8:52 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 8:54 A.M.

## HIGHWAY

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

Sorenson requested to amend the mastic project on 218<sup>th</sup> Street to include both directions out of Oldham. The current project is from Oldham west to Highway 25. To add going east to Highway 81 the increase in cost would be \$70,000.00.

Motion by Nelson and seconded by Walls to approve the mastic on 218<sup>th</sup> Street from Oldham east to Highway 81 for \$70,000.00. All present voting aye. Motion carried.

Sorenson requested to move into an executive session for personnel.

Motion by Nelson and seconded by Walls to adjourn from regular session and move into executive session for personnel at 9:11 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 9:17 A.M.

## EMERGENCY MANAGEMENT

Cindy Bau, Emergency Manager, met with the Board to request approval for her quarterly report.

Motion by Nelson and seconded by Walls to approve the Emergency Management quarterly report and for Chairman Lee to sign the same. All present voting aye. Motion carried.

Bau requested the Board appoint Steve Strande as interim Emergency Manager following her retirement until a replacement is hired

Motion by Nelson and seconded by Walls to appoint Steve Strande as interim Emergency Manager. All present voting aye. Motion carried.

## VETERANS SERVICES

Barbara Brosvik Paulson, VSO Administrative Assistant, met with the Board to request travel approval for herself and Louis du Randt, Veteran Services Officer to Sioux Falls September 9-12, 2025, for the Annual Benefit conference and for du Randt on May 8, 2025, for the VSO Mini Conference.

Motion by Nelson to approve travel for Brosvik Paulson and du Randt to Sioux Falls September 9-12, 2025, for the Annual Benefit conference and for du Randt on May 8, 2025, for the VSO Mini Conference.

## HUMAN RESOURCES

Natalie Remund, Human Resources Consultant, met with the Board via Zoom to request approval of the following updates to the Kingsbury County Personnel Policies and Procedures Manual:

### 5.1 Standard Work Week

The standard work week, unless otherwise stated, for the purpose of calculating pay and overtime shall begin at 12:01 a.m. Monday and end on 12:00 a.m. the following Sunday. When, and if applicable, the sheriff's department personnel shall follow the Fair Labor Standards Act work schedule for the purposes of calculating overtime/flex time based on a 14-consecutive day period of 86 hours.

#### Sheriff's Department Overtime:

While working Federal Overtime, the officer working will be paid at his overtime rate of pay for all federal overtime worked for hours worked over 40 hours in a work week.

Overtime may be paid for all Sheriff Office employees (including the Sheriff) when conducting Federally Funded Highway Safety Grant activities and only under reimbursement terms of the Highway Safety Grant.

For all other regular Sheriff Department duties which do not include duties related to the Federally Funded Highway Safety Grant activities, the sheriff's department personnel shall follow the Fair Labor Standards Act work schedule for the purpose of calculating overtime/flex time based on a 14-consecutive day period of 86 hours.

Motion by Nelson and seconded by Walls to approve and adopt the updates to the Kingsbury County Personnel Policies and Procedures Manual as presented. All present voting aye. Motion carried.

Remund requested executive session for personnel.

Motion by Nelson and seconded by Walls to adjourn from regular session and move into executive session for personnel at 9:44 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 10:10 A.M.

The Board recessed at 10:15 A.M.

The Board reconvened at 10:53 A.M.

TREASURER

Michelle Longville met with the Board to provide office updates which included notes being received in tax payments, delinquent letters being mailed, the problems with the new 605 Drive program, tax dollars collected and the interest received by the County from the sweep funds.

Longville advised the Board there would be a Zoom meeting with all County Treasurers and Commissioners to discuss the issues with the 605 Drive program on May 5, 2025, at 9:30 A.M.

The Board adjourned to Tuesday, May 6, 2025, at 8:30 A.M.

SIGNED

\_\_\_\_\_  
Kyle Lee, Chairman

ATTEST

\_\_\_\_\_  
Echo Steffensen, County Auditor

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