

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota
June 6, 2023

The Kingsbury County Board of County Commissioners met Tuesday, June 6, 2023, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Roger Walls, Kyle Lee, Steve Spilde, Doug Kazmerzak and Corey Lundquist present. Chairman Kazmerzak presided.

Also in attendance, Gary Schumacher, States Attorney, Tim Goodwin - Lake Thompson Area Water Project District

Attending via Zoom were Michelle Longville - Treasurer, Tammy Anderson - Director of Equalization, Steve Strande - Sheriff, Cindy Bau - Emergency Management, and Amy Halverson - Kingsbury Journal.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Echo Steffensen, Auditor, informed the Board the executive session under HR was not needed and should be changed to Personnel Policy Manual review.

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

MINUTES

Motion by Spilde and seconded by Lundquist to approve the minutes of May 16, 2023. All present voting aye. Motion carried.

PUBLIC COMMENT

Chairman Kazmerzak asked for public comment.

Tim Goodwin, Lake Thompson Area Water Project District, provided an overview of the election for the formation of the District stating the election was run well and the formation of the District passed by 69%. Goodwin explained the reason for the District is to make them a public entity that can apply directly for FEMA funds.

CONFLICT OF INTEREST

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

APPROVE CLAIMS

Motion by Walls 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.

AMERICAN BANK & TRUST 30,390.00 APPEARA 76.58 SUPPLIES, AT&T 113.38 UTILITIES, JEFF BURNS 1047.00 COURT APPT ATTORNEY FEES, BUTLER MACHINERY COMPANY 3770.60 REPAIRS & SUPPLIES, CITY OF DESMET 30.00 REPAIRS, CITY OF DESMET 144.48 UTILITIES, CIVIL DESIGN INC. 225.00 PROF SERV, COLES PETROLEUM 20003.75 FUEL, SMITH'S LUMBER 18.56 REPAIRS & SUPPLIES, DCI 26.25 PROFESSIONAL SERVICES DE SMET WELDING 16.00 SUPPLIES, DEN HERDER LAW FIRM 171.20 BMI, ETERNAL SECURITY PRODUCTS, LLC 141.93 SUPPLIES, CARYN HOJER 225.64 TRAVEL, CITY OF HURON 4142.59 911 SURCHARGE 3/2023, I STATE TRUCK CENTER 355.20 REPAIRS, INTERLAKES COMMUNITY ACTION 417.17 COMMUNITY SERV WORKER, INTERSTATE BATTERY 150.95 SUPPLIES, JOE JENSEN 189.72 TRAVEL REIM, KINGBROOK RURAL WATER 40.80 UTILITIES, KINGSBURY ELECTRIC COOP 180.47 REPAIRS, KINGSBURY JOURNAL 42.00 PUBLISHINGS, KINGSBURY JOURNAL 926.97 PUBLISHINGS, LAKE COUNTY SHERIFF'S OFFICE 82.50 BMI, LINCOLN COUNTY 731.29 BMI, LINDE GAS & EQUIPMENT INC 177.19 SUPPLIES, MACS INC 856.13 SUPPLIES, MADISON REGIONAL HEALTH SYSTEM 1915.00 MENTAL HEALTH, MAYNARD'S FOOD CENTER 52.51 SUPPLIES, EASTLINE SUPPLY 165.17 SUPPLIES, EASTLINE SUPPLY 10.93 REPAIRS, NAPA CENTRAL 8.74 SUPPLIES, O'KEEFE IMPLEMENT 575.04 SUPPLIES, O'KEEFE IMPLEMENT 304.46 REPAIRS, OFFICE PEEPS INC 354.52 SUPPLIES, PRAIRIE AG PARTNERS 3415.12 FUEL, PRAIRIE AG PARTNERS 300.95 REPAIRS, QUILL 86.76 SUPPLIES, RDO EQUIPMENT COMPANY 879.62 SUPPLIES, RFD NEWS GROUP 945.72 PUBLISHINGS, ROLLING PRAIRIE GRAIN CO, INC. 2525.40 SNOW REMOVAL, RUNNING SUPPLY INC. 183.96 SUPPLIES, SDACO 144.00 FEES, SD DEPT OF REVENUE 300.00 LIQUOR LICENSE RENEWAL, SDN COMMUNICATIONS 917.00 PROFESSIONAL SERV, SOUTH DAKOTA PUBLIC ASSURANCE 1988.87 INSURANCE, ECHO STEFFENSEN 151.98 TRAVEL, STEVE STRANDE 125.00 CORONER FEES, TRANSOURCE 5029.29 REPAIRS & SUPPLIES, TRUENORTH STEEL 599.28 SNOW, TRUSTWORTHY HARDWARE 123.84 SUPPLIES, TWO WAY SOLUTIONS, INC. 145.98 SUPPLIES, US POSTAL SERVICE 264.00 PO BOX RENEWALS, VAN DIEST SUPPLY CO 5480.50 SUPPLIES, VERIZON 209.00 UTILITIES, VERIZON 242.07 UTILITIES, VISA 236.47 SUPPLIES, VISA 334.08 SUPPLIES, TRAVEL, WARD'S STORE & BAKERY 22.79 SUPPLIES, DAVID WHEELER 107.00 BMI, YOUNGBERG LAW 417.30 BMI, ZELL MANUFACTURING 1972.76 REPAIRS & SUPPLIES,

END OF MONTH

COURTHOUSE SALARIES \$61,898.70
HIGHWAY SALARIES 26,289.34

PAYROLL DEDUCTIONS

Wellmark Health Plan 28,944.94
Three Fivers Benefits 5,525.00
AFLAC 1,308.24

AFLAC	334.60
Reliance Life Insurance	164.76
Aflac Dental	1,436.22
Beam Vision	246.52
SD Retirement Supplement Pretax	225.00
SD Retirement System	13,089.90
SD Retirement Supplement	740.00
AFSCME	93.04
Kingsbury County	26,070.95

HIGHWAY

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

Sorenson stated they had hired two new full-time employees and 2 seasonal employees as flaggers.

Sorenson presented an estimate from Ethan Fonder to repair the drain at the highway shop in the amount of \$7,000.00.

Motion by Lee and seconded by Spilde to accept the estimate of \$7,000.00 from Ethan Fonder to repair the drain at the highway shop. All present voting aye. Motion carried.

Sorenson presented a bid from Highway Improvement, Inc., Sioux Falls, for crack sealing on 200th St. for \$71,208.00.

Motion by Spilde and seconded by Lee to accept the bid from Highway Improvement, Inc. for crack sealing on 200th St for \$71,208.00. All present voting aye. Motion carried.

SDLTAP- GREG VAVERA

Greg Vavera with SDLTAP presented information to the Board and the townships. The following were present:

Fauniel Wasserburger	DeSmet (Lake Resident)
Wayne Soren	Springlake Township
Paul Johnson	Springlake Township
Dennis Ranschau	Manchester Township
Ronald Geyer	Manchester Township
Greg Duffy	Whitewood Township
Eugene Weerts	Le Suer Township
Troy Nelson	Hartland Township
William Rydbom	Hartland

Vavera gave an overview on the Rural Access Infrastructure Funding that is available to help townships replace culverts 16 square feet or larger. The program is an 80/20 match program. The SDLTAP has already performed the inventory of all culverts in Kingsbury County and identified which need to be replaced. The townships can access this information on the SDLTAP website. Townships need to complete a 5-year plan to present to the Board of Commissioners and apply for the funds by October 31, 2023.

JULIE WALDNER

Julie Waldner, artist, met with the Board to show them the progress of the painting of the courthouse the Board commissioned her to paint.

LAKE THOMPSON AREA WATER PROJECT DISTRICT CANVAS

The Board met as the County Board of Canvassers for the Lake Area Water Project District election held on May 23, 2023.

Motion by Lundquist and seconded by Spilde to approve and accept the canvas of the Lake Area Water Project District. All present voting aye. Motion carried.

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

Cash on Hand	\$ 1,714.53
Checks in Treas. Possession less than 3 days	35,544.73
Credit Card	1,770.49
Uncollected Credit Cards	2,905.36
Cash Long-ISF Check	0.00
Demand Deposits	71,326.03
Savings Account	4,213,602.84
Revolving Loan Fund	297,091.37
Big Ditch MM	353,058.54
Time Deposits	1,657,523.80
TOTAL	6,634,537.69

BREAKDOWN OF MONEY BY FUNDS

County General Fund	3,434,906.83
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)	1,598,911.85
Drainage Ditch #4		165,746.79
Drainage Ditch Debt Service Cash		6,643.97
Amount held for School Dist.		920,772.07
Amount held for Townships		77,372.04
Amount held for Cities		66,554.51
Amount held for East Dakota Water Dist.		2,762.85
State Remittance		198,645.64
Amount held for others		162,221.14
TOTAL		\$6,634,537.69

AUDITOR

Echo Steffensen, Auditor, informed the Board a budget supplement was necessary for Emergency Management in the amount of \$6,028.04 for the fire department and ambulance departments share of the cost for Tango/Tango. The fire departments and ambulance departments have all paid their share to the County with the County forwarding the full payment for the app.

Steffensen read the following resolution:

SUPPLMENTAL BUDGET

RESOLUTION 23-10

WHEREAS, THERE WAS A NEED TO PROVIDE ADDITIONAL BUDGET AUTHORITY IN THE 2023 BUDGET. THE FOLLOWING ITEM WILL BE ESTABLISHED AS ADDITIONAL 2023 BUDGET AUTHORITY.

226-222-422 EM PROFESSIONAL SERVICES \$6,028.04

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD OF KINGSBURY COUNTY COMMISSIONERS DO HEREBY PROPOSE, MAKE AND MOVE FOR ADOPTION OF A SUPPLEMENTAL BUDGET IN THE ITEM SET FORTH ABOVE, AND

BE IT RESOLVED, THAT DUE NOTICE THEREOF BE GIVEN BY THE POSTING OF A COPY OF THIS RESOLUTION AND THAT A HEARING ON SAID REOLUTION SHALL BE HAD AND HELD IN THE COMMISSIONERS ROOM AT THE KINGSBURY COUNTY COURT HOUSE, DE SMET, KINGSBURY COUNTY, SOUTH DAKOTA ON JUNE 6, 2023 AT 10:30 A.M.

Dated this 6th day of June 2023 at Kingsbury County, SD.

Motion by Lee and seconded by Spilde to accept and adopt Resolution 2023-10 and for Chairman Kazmerzak to sign the same.

Chairman Kazmerzak called for discussion. There was none.

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

OPEN DISCUSSION

Chairman Kazmerzak reported attending the LEPC meeting on May27, 2023. He stated the fire and ambulance departments like the Tango/Tango app and it does improve communication. Kazmerzak commended all the people who volunteer and serve our County.

AUDITOR

Steffensen reviewed with the Board the work hours in the Auditor office. Steffensen and Rhonda Siefker, Deputy Auditor, will be working alternate schedules this summer to be able to take every other Friday off. Their office will continue to be open the regular business hours of 8:00 A.M.-5:00 P.M.

DIRECTOR OF EQUALIZATION

Tammy Anderson, Director of Equalization, met with the Board to request approval for herself and Maggie Purintun, Deputy Director of Equalization, to travel to Huron on July 26th for Ultra software training.

Motion by Lee and seconded by Walls to approve the travel request for the Director of Equalization and the Deputy to travel to Huron on 7/26/23 for training. All present voting aye. Motion carried.

Anderson informed the Board that the Equalization Department would be working an alternative schedule this summer to make themselves more available to residents they will be assessing. Their office will continue to be open the regular business hours of 8:00 A.M.-5:00 P.M.

PLANNING AND ZONING

Motion by Spilde and seconded by Lee to adjourn from regular session and move into Planning and Zoning at 10:48 A.M. All present voting aye. Motion carried.

Chairman Kazmerzak declared the Board out of Planning and Zoning at 11:08 A.M.

Steffensen read the following resolution for the Plat of the Wendel Addition forwarded to the Board by the Planning and Zoning Commission:

RESOLUTION # 2023-11

WHEREAS, The Kingsbury County Planning & Zoning Board met to review the Plat of Block 1, Wendel Addition in the Northwest ¼ of Section 13 in Township 111 North, Range 57 West of the 5th P.M., Kingsbury County, South Dakota on June 6, 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 Block 1, Wendel Addition in the Northwest ¼ of Section 13 in Township 111 North, Range 57 West of the 5th P.M., Kingsbury County, South Dakota

Dated this 6th day of June 2023 at Kingsbury County, SD.

Motion by Lee and seconded by Spilde to accept and adopt Resolution 2023-11 and for Chairman Kazmerzak to sign the same.

Chairman Kazmerzak called for discussion. There was none.

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

STATES ATTORNEY

Gary Schumacher, States Attorney, met with the board to request a new position. The new position title would be Paralegal/Administrative Support. This position would provide support to the States Attorney, Veterans Services Officer and Planning and Zoning. Schumacher provided the job description to the commissioners for review. Schumacher recommended the position be offered to Madeline Reints, the current steno in the States Attorney Office.

Schumacher introduced Madeline Reints to the Board.

Motion by Lundquist and seconded by Lee to approve the new position and the job description. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Spilde to offer the position as approved in the job description to Madeline Reints with the salary of \$18.32/hr. for 30 hrs. a week in the States Attorney office and \$20.00/hr. for 10 hrs. a week in Planning and Zoning effective June 12, 2023. All present voting aye. Motion carried.

BOARD OF ADJUSTMENT

Motion by Walls and seconded by Lundquist to adjourn from regular session and move into Board of Adjustment at 11:30 A.M. All present voting aye. Motion carried.

Chairman Kazmerzak declared the Board out of Board of Adjustment at 11:48 A.M.

REGISTER OF DEEDS

Caryn Hojer, Register of Deeds, met with the Board to provide an update on her office. Hojer stated the scanning of all documents has been completed and they are working on indexing them and importing them into their system. Over 225,000 documents were scanned.

Hojer asked about the drop box in the County parking lot and is concerned about the liability it might cause if documents are dropped there without them knowing. No action was taken by the Board at this time.

TREASURER

Michelle Longville requested to move into executive session for contract negotiations.

Motion by Lee and seconded by Lundquist to adjourn from regular session and move into executive session for contract negotiations at 12:03 P.M. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Lee to adjourn from executive session. Chairman Kazmerzak declared the Board out at 1:02 P.M

Longville requested to move into executive session for personnel.

Motion by Lee and seconded by Walls to adjourn from regular session and move into executive session for personnel at 1:02 P.M. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Lee to adjourn from executive session. Chairman Kazmerzak declared the Board out at 1:15 P.M

Motion by Lundquist and seconded by Walls to authorize the Treasurer to hire a new employee for the Deputy Treasurer position at \$17.00/hr. All present voting aye. Motion carried.

Longville introduced the new Deputy Treasurer to the Board.

Motion to allow Treasurer to staff her office at her discretion with a part-time position up to 400 hrs. through the end of the year for training purposes.

HUMAN RESOURCES

Natalie Remund, Human Resources Consultant, met with the Board to review the changes to the Personnel Policy manual. No action was taken.

AUDITOR

Steffensen, Auditor, presented a contract for Chairman Kazmerzak to sign from Election Systems & Software, LLC for election services.

Motion by Lundquist and seconded by Lee for Chairman Kazmerzak to sign said contract. All present voting aye. Motion carried.

Steffensen informed the Board the budget process would be beginning soon and asked to set a special meeting date in July to meet with department heads to review their budget requests. The Board set the date on July 11, 2023, at 9:00 A.M.

Steffensen presented information on a policy for ID Shield and Identity Theft offered by Risty Benefits asking if the Board wanted to offer this as a benefit to employees at the employees' expense. The Board asked Steffensen to survey employees to see if there was any interest before deciding to include this as a benefit.

Steffensen informed the Board that during the process of working on the Road Levy that was passed October 18, 2022, misinformation was given to the cities on the amount they would receive. Steffensen stated while starting to work on the budget process for 2024 she had discovered she had misunderstood how the levy would be distributed to the cities and misinformed the cities on the amount they might receive. The actual amounts that would be distributed would be significantly lower than the amount the cities were told they might receive.

The Board discussed the matter and asked Steffensen to check on the possibility of honoring the larger distribution and what the process would be.

The Board adjourned to Tuesday, June 20, 2023, at 8:30 A.M.

SIGNED

Doug Kazmerzak, Chairman

ATTEST

Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.