

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONER

De Smet, South Dakota
July 8, 2025

The Kingsbury County Board of County Commissioners met Tuesday, July 8, 2025, at 8:30 AM in the Courtroom of the County Courthouse with Commissioners Kyle Lee, Corey Lundquist, Roger Walls, Steve Spilde and Troy Nelson present. Chairman Lee presided.

Attending via Zoom were Erin Ruscher - Deputy Treasurer, Tammy Anderson - Director of Equalization, Steve Strande - Sheriff, and Amy Halverson - Kingsbury Journal.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

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

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

MINUTES

Motion by Lundquist and seconded by Nelson to approve the minutes of June 17, 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 Spilde 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.

ANDERSON LUMBER, LLC 17.79 SUPPLIES, APPEARA 79.23 SUPPLIES, CINDY BAU
 258.43 REIMBURSEMENT, BAU PLUMBING & HEATING 836.74 REPAIRS, BEADLE COUNTY
 SHERIFF 840.00 PRISONER CARE, BOB BODE CONSTRUCTION 535.72 MAINTENANCE,
 BROOKINGS COUNTY SHERIFF'S OFF 210.00 PRISONER CARE, BUTLER MACHINERY
 COMPANY 10742.59 REPAIRS, CENTURY BUSINESS PRODUCTS 514.56 PROF SERVICES,
 CITY OF DESMET 208.52 UTILITIES, COMFORT INN & SUITES 978.00 TRAVEL,
 COWBOY COUNTRY STORE-DESMET 61.25 FUEL, CRCORNER LLC 47.05 FUEL, DE SMET
 WELDING 426.07 SUPPLIES, WENDY DENISON 600.00 PROF SERVICES, DESMET
 FLOWERS & GIFTS 37.17 SUPPLIES, FIRST DISTRICT 500.00 PROF SERVICES, GOOD
 GUYS GARAGE 550.00 REPAIRS, ALISHA HALVERSON 54.00 PROF SERVICES, HIGHWAY
 IMPROVEMENT INC 202498.56 PROF SERVICES, CITY OF HURON 6436.50 PROF
 SERVICES, INNOVATIVE BUSINESS CONSULTANT 454.30 PROF SERVICES, INTERSTATE
 BATTERY 244.90 SUPPLIES, KINGSBURY JOURNAL 666.86 PUBLISHING, LINDE GAS &
 EQUIPMENT INC 494.28 UTILITIES, MACS INC 103.96 SUPPLIES, MEYER AUCTION
 SERVICE, LLC 348.86 SUPPLIES, EASTLINE SUPPLY 284.52 SUPPLIES, NIMBLE
 WASH, LLC 381.39 SUPPLIES, O'KEEFE IMPLEMENT 553.68 SUPPLIES, OFFICE PEEPS
 INC 307.40 SUPPLIES, PALMLUND AUTOMOTIVE 79.61 REPAIRS, PRIA 60.00 PROF
 SERVICES, SD PUBLIC HEALTH LABORATORY 40.00 PROF SERVICES, PURINTUN
 ABSTRACT & TITLE, LLC 75.00 PROF SERVICES, QUILL 204.04 SUPPLIES, QUILL
 143.25 SUPPLIES, RFD NEWS GROUP 1000.84 PUBLISHING, PAUL ROBY 685.00 PROF
 SERV, LEROY ROTH 650.00 REPAIRS, SANITATION PRODUCTS INC. 101.73 SUPPLIES,
 SCHAEFER HOME IMPROVEMENTS 360.00 REPAIRS, SCOTT'S AUTO BODY 419.53
 REPAIRS, SD DEPT OF TRANSPORTATION 1248.65 PROF SERVICES, SD FEDERAL
 PROPERTY AGENCY 54.00 SUPPLIES, SD ASSOC OF ASSESSING OFFICERS 1000.00
 CONFERENCE, SDACO 192.00 PROF SERV, SDEMA 50.00 PROF SERVICES, STAN
 HOUSTON EQUIPMENT COMPANY 254.89 SUPPLIES, DEAN STEFFENSEN 35.35
 REIMBURSEMENT, STEVENS CONSTRUCTION, LLC 4089.23 PROF SERVICES, STEVE
 STRANDE 384.33 REIMBURSEMENT, TRANSOURCE 1707.06 SUPPLIES, TRAV'S
 OUTFITTER 135.99 SUPPLIES, TRUENORTH STEEL 7380.00 REPAIRS, TRUSTWORTHY
 HARDWARE 74.49 SUPPLIES, VANDER HAAG'S, INC. 233.16 SUPPLIES, VERIZON
 535.52 UTILITIES, VIRCHOW REPAIR LLC 203.75 REPAIRS, VISA 727.06 SUPPLIES,
 DELMER WOLKOW 173.70 PROF SERVICES, WW TIRE 29.19 REPAIRS, WW TIRE 4971.67
 REPAIRS, YANKTON COUNTY SHERIFF OFFICE 50.00 PROF SERVICES, ZELL
 MANUFACTURING 35.88 REPAIRS, INNOVATIVE BUSINESS CONSULTANT 7778.53 MERP
 FUNDING, KINGSBURY COUNTY TREASURER 156.75 ADVANCE TAX

END OF MONTH

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|---------------------|-------------|
| COURTHOUSE SALARIES | \$78,097.17 |
| HIGHWAY SALARIES | 31,373.83 |

PAYROLL DEDUCTIONS

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|-------------------------|-----------|
| Wellmark Health Plan | 44,384.06 |
| IBC (MERP) | 6,783.64 |
| AFLAC | 1,299.12 |
| AFLAC | 274.94 |
| Reliance Life Insurance | 264.70 |
| Reliance Matrix Dental | 1,826.12 |
| Reliance Matrix Vision | 266.24 |

| | |
|---------------------------------|-----------|
| SD Retirement Supplement Pretax | 312.00 |
| SD Retirement System | 16,540.80 |
| SD Retirement Supplement | 540.00 |
| AFSCME | 288.36 |
| Kingsbury County | 31,570.54 |

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of June 2025 were reviewed by the Board. Motion by Spilde and seconded by Nelson that the Auditor's report with the Treasurer as of the close of business June 30, 2025, be accepted. All present voting aye. Motion carried.

4-H

Abbi Steeke, 4-H Program Advisor, met with the Board to request travel approval for the State Horse show July 8-10, 2025. Steeke requested Kingsbury County pay half of the motel fee for 2 nights.

Motion by Spilde and seconded by Nelson to approve the request to pay half the motel fee for 2 nights. All present voting aye. Motion carried.

Steeke informed the Board that she would be moving to a full-time position in Hamlin County as of August 21, 2025.

The Board thanked Steeke for her time at Kingsbury County.

SHERIFF

Steve Strande, Sheriff, and Shelley Strande, Sheriff Office Administrative Assistant, informed the Board that Deputy Chris Jackson had graduated and was now certified. Sheriff Strande requested Deputy Jackson's salary grade be changed to Grade 30 and increase his rate of pay to \$23.70/hr.

Motion by Nelson and seconded by Spilde to approve changing Deputy Jackson's salary grade to Grade 30 and to increase his rate of pay to \$23.70/hr. All present voting aye. Motion carried.

Strande requested to move into executive session for personnel.

Motion by Nelson and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 9:00 A.M. All present voting aye. Motion carried.

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

Strande requested to keep Cliff Smith on as a part time deputy.

Motion by Walls and seconded by Nelson to create a part-time deputy position, add this position to the salary schedule as a certified deputy sheriff for no more than 1040 hours annually. All present voting aye. Motion carried.

Motion by Nelson and seconded by Spilde to hire Cliff Smith as a part-time deputy at the rate of \$23.70/hr. All present voting aye. Motion carried.

AUDITOR

Echo Steffensen, Auditor, requested approval to pay out Rural Access Infrastructure grant funds to Spirit Lake Township in the amount of \$21,394.75.

Motion by Nelson and seconded by Lundquist to approve paying out Rural Access Infrastructure grant funds to Spirit Lake Township in the amount of \$21,394.75.

Steffensen presented a travel request for Tammy Anderson, Director of Equalization. Steffensen informed the Board Maggie Purintun, Deputy Director of Equalization, had been elected to serve on the Executive Board for the Equalization association. Purintun would need to attend a meeting on July 23, 2025, in Pierre.

Motion by Lundquist and seconded by Nelson to approve said travel request. All present voting aye. Motion carried.

PLANNING AND ZONING

Motion by Spilde and seconded by Walls to adjourn from regular session and move into Planning and Zoning at 9:21 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of Planning and Zoning and back into regular session at 10:05 A.M.

TIF DEVELOPMENT AGREEMENT

The Board discussed the TIF Development agreement with Riverview LLP as prepared by Toby Morris, Collier's Specialties LLC. The Board discussed the addition of the bridge and a possible proposal to take the road all the way to the county line. Chairman Lee will discuss with Morris. No action taken.

FAIRBOARD

Sterling Eschenbaum and Justin Odegaard met with the Board to discuss updating the HVAC system in the 4-H Exhibit building. They provided quotes

from Kramer Mechanical, CR Mechanical and King Bros. The Board requested they go back to the companies and have them quote more comparable quotes. No action was taken.

PLANNING & ZONING

Motion by Nelson and seconded by Spilde to adjourn from regular session and move into Planning and Zoning at 10:53 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of Planning and Zoning and back into regular session at 11:04 A.M.

RESOLUTION 2025-13

Echo Steffensen, Auditor, read the following resolution for the Plat of Cottonwood Croft Addition forwarded to the Board by the Planning and Zoning Commission:

RESOLUTION # 2025-13

WHEREAS, The Kingsbury County Planning & Zoning Board met to review the Plat of Cottonwood Croft Addition A Part of the Northwest $\frac{1}{4}$ of Section 32, Township 112 North, Range 58 West of the 5th P.M., Kingsbury County, South Dakota Lying & Being North of Burlington Northern Railroad.

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 Plat of Cottonwood Croft Addition A Part of the Northwest $\frac{1}{4}$ of Section 32, Township 112 North, Range 58 West of the 5th P.M., Kingsbury County, South Dakota Lying & Being North of Burlington Northern Railroad.

Motion by Nelson and seconded by Spilde to accept and adopt Resolution 2025-3 and for Chairman Lee to sign the same.

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

HUMAN RESOURCES

Natalie Remund, HR Consultant, joined the meeting via Zoom.

Remund presented policy manual changes to the Board. The changes included changing the vacation and sick leave accrual to match the TimeClock Plus

System and to change the minimum time increment to be used for sick leave and vacation to 15 minutes.

Motion by Nelson and seconded by Spilde to approve said policy manual changes to be effective immediately and be subject to union negotiations for union members. All present voting aye. Motion carried.

Remund discussed how the department heads, who are their own managers, should be handled in TimeClock. Currently all employees are required to approve their time, and their manager approves the time and requests for time off. It was the consensus of the Board that these department heads would be responsible for approving their own time.

REGISTER OF DEEDS

Caryn Hojer, Register of Deeds and IT, met with the Board to advise the Board of the need to purchase a monitor at \$250 and a printer at \$549 for the Director of Equalization and a scanner for the Veteran Services Officer.

AUDITOR

Steffensen requested to move into an executive session for personnel.

Motion by Nelson and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 11:49 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 1:10 P.M.

BUDGET DISCUSSION

The Board discussed the department budget requests.

The Board adjourned to Tuesday, July 15, 2025, at 8:30 A.M.

SIGNED

Kyle Lee, Chairman

ATTEST

Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.