

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONER

De Smet, South Dakota
August 5, 2025

The Kingsbury County Board of County Commissioners met Tuesday, August 5, 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 Michelle Longville - Treasurer, Tammy Anderson - Director of Equalization, Steve Strande - Sheriff, Amy Halverson - Kingsbury Journal and Darby Boyd - AFSCME.

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.

Echo Steffensen, Auditor, requested adding the Victim/Diversion Program Share Agreement for approval and signature.

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

MINUTES

Motion by Walls and seconded by Lundquist to approve the minutes of July 22, 2025. All present voting aye. Motion carried.

Motion by Spilde and seconded by Nelson to approve the minutes of July 29, 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 Lundquist 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 232.11 SUPPLIES, APPEARA 80.42 SUPPLIES, AT&T 108.05 UTILITIES, JEFFREY M. BANKS 448.40 PROF SERVICES, BEADLE COUNTY SHERIFF 1995.00 PRISONER CARE, SHERRY BELL 66.08 PROF SERVICES, JEFF BURNS 739.00 PROF SERVICES, CRCORNER LLC 136.85 SUPPLIES, MICHAEL CROMWELL 76.80 PROF SERVICES, AVERA DESMET HOSPITAL 78.00 PROF SERVICES, WENDY DENISON 300.00 PROF SRVICES, DANIEL P. FELDHAUS REPORTING 174.25 PROF SERVICES, ANTHONY HALVERSON 71.52 REIMBURSEMENT, MARK HOJER 100.00 PROF SERVICES, INNOVATIVE BUSINESS CONSULTANT 353.23 PROF SERVICES, JOHN KINDER 68.76 PROF SERVICES, KINGSBURY ELECTRIC COOP 379.00 UTILITIES, KINGSBURY JOURNAL 427.00 PUBLISHING, KYLE LEE 64.32 TRVL REIMB, LINDE GAS & EQUIPMENT INC 244.05 SUPPLIES, KRISTEN LONGVILLE 96.31 REIMBURSEMENT, COREY LUNDQUIST 339.02 TRVL REIMB, CURT LUNDQUIST 90.82 PROF SERVICES, LYLE SIGNS, INC. 107.76 SIGNS, MAYNARD'S FOOD CENTER 23.98 SUPPLIES, EASTLINE SUPPLY 4.20 SUPPLIES, EASTLINE SUPPLY 160.46 SUPPLIES, TROY NELSON 209.04 TRVL REIMB, NORTHWESTERN ENERGY 13.81 UTILITIES, O'KEEFE IMPLEMENT 1383.08 REPAIRS, OFFICE PEEPS INC 2208.42 SUPPLIES, PRAIRIE AG PARTNERS 5492.20 FUEL, DAMIAN PAUL 63.40 PROF SERVICES, JEAN PENNEY 51.34 PROF SERVICES, PITNEY BOWES GLOBAL 248.90 PROF SERVICES, PAUL ROBY 550.00 MAINTENANCE, ABIGAIL SCHULTZ 90.20 PROF SERVICES, SD DEPT OF TRANSPORTATION 550.52 PROF SERVICES, SIRCHIE ACQUISITION CO LLC 82.85 SUPPLIES, STEVEN L. SPILDE 301.50 TRVL REIMB, ABBIGALE STEEKE 168.57 REIMBURSEMENT, STEVENS CONSTRUCTION, LLC 4089.23 REPAIRS, STEVE STRANDE 131.09 REIMBURSEMENT, TK ELEVATOR CORP 210.80 MAINTENANCE, TRANSOURCE 851.57 SUPPLIES, TRUSTWORTHY HARDWARE 39.65 SUPPLIES, TYLER TECHNOLOGIES, INC. 390.95 PROF SERVICES, ULTRA 8505.00 PROF SERVICES, VERIZON 512.19 UTILITIES, VISA 318.41 SUPPLIES, ROGER WALLS 192.96 TRVL REIMB, LINDA WESTERGREN 79.48 PROF SERVICES, WHARTON COMPUTER REPAIR LLC 289.00 REPAIRS, YANKTON COUNTY 139.25 PROF SERVICES, ZELL MANUFACTURING 3562.49 REPAIRS,

END OF MONTH

COURTHOUSE SALARIES	\$74,960.20
HIGHWAY SALARIES	33,787.99

PAYROLL DEDUCTIONS

Wellmark Health Plan	43,706.24
IBC (MERP)	6,594.71
AFLAC	1,456.30
AFLAC	311.80
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	16,446.22

SD Retirement Supplement	540.00
AFSCME	288.36
Kingsbury County	31,006.98

AUDITOR

Echo Steffensen, Auditor, requested travel approval for herself, Michelle Longville, Treasurer and Caryn Hojer, Register of Deeds to Clark for the Sioux Valley District meeting on August 13, 2025, and to Pierre for the SDACO Fall Convention September 7-9, 2025, in Pierre.

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

Steffensen requested travel approval for herself and her 2 Deputies to Pierre for the Auditor Workshop for Elections October 27-29, 2025 and to close the Auditor office October 28-29, 2025 for her staff to attend said training.

Motion by Walls and seconded by Nelson to approve said travel request and to allow the Auditor office to be closed. All present voting aye. Motion carried.

Steffensen presented the 2026 Victim Witness/Diversion Share Agreement for approval and signature.

Motion by Nelson and seconded by Lundquist to approve the 2026 Victim Witness/Diversion Share Agreement and for the Chairman to sign the same. All present voting aye. Motion carried.

OPEN DISCUSSION

Chairman Lee provided the Board with an estimate for spraying Big Ditch #4 from Prairie Ag Partners. The estimate being \$63/mile for a 30' strip.

Lee will contact the Big Ditch Board to inquire about how much needs to be done.

Motion by Walls and seconded by Nelson to approve the spraying of Big Ditch #4. 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 July 2025 were reviewed by the Board. Motion by Spilde and seconded by Lundquist that the Auditor's report with the Treasurer as of the close of business July 31, 2025, be accepted. All present voting aye. Motion carried.

REGISTER OF DEEDS/INFORMATION TECHNOLOGY

Caryn Hojer, Register of Deeds and IT Administrator, requested travel approval to an Incident Response Workshop in Madison August 12, 2025, and to Chamberlain on August 20, 2025, for software training.

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

OPEN DISCUSSION

Chairman Lee informed the Board the treasurer's office has a 2 hr. online training session scheduled for Tuesday, August 12, 2025 on the new credit card process which everyone in the office will need to participate in and he has given her permission to advertise and close the office from 8:00 A.M. to 10:00 A.M.

The Board discussed allowing the Auditor office to accept credit card payments for permit fees and liens as was requested by Steffensen at the June 17, 2025 meeting. Michelle Longville, Treasurer, joined the meeting to share her concerns which included some counties that were considering not accepting credit card payments at all due to customer disputes, who would be responsible for collecting if there was a dispute and the need for the customers from the Auditor office to wait their turn in line. The Board acknowledged her concerns and agreed collection of any disputes would be the responsibility of the office accepting payment and the need for customers to be dealt with on a first come first served basis.

Further discussion was held on the new system and other types of payment the County could explore.

BOARD OF ADJUSTMENT

Motion by Spilde and seconded by Nelson to adjourn from regular session and move into Board of Adjustment at 9:23 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of Board of Adjustment and back into regular session at 9:38 A.M.

EMERGENCY MANAGEMENT

Chairman Lee informed Kristen Longville, Emergency Manager, that the vacation time the Board agreed for her to take at the July 22, 2025 meeting would not be available due to the County policy to not allow use of vacation time until an employee has completed their 6 month probationary period.

Longville visited with the Board about the Emergency Manager's job description, which includes back-up hours in the Sheriff's office. With this stipulation the state match for half her salary and benefits would be reduced to 90/10. The Board will visit with HR on the matter.

Longville requested permission to move forward with an emergency notification system through text messaging. The service would allow mass notifications to taxpayers for both emergency situations and taxes. Also, it could be used for other notifications such as election notices. The cost of the service is an initial cost of \$7,250.00 for the first year, which includes a \$2,000.00 set-up fee. The cost going forward is \$5,250.00 per year. These fees would be split between the Emergency Management Department and the Treasurer's office. The cost of this service would need to be added to the 2026 budget for both offices.

Motion by Nelson and seconded by Lundquist to approve the emergency notification system at an initial cost of \$7,250.00 in the 2026 budget to be split between the Emergency Management and Treasurer's budgets. All present voting aye. Motion carried.

BOARD OF ADJUSTMENT

Motion by Nelson and seconded by Spilde to adjourn from regular session and move into Board of Adjustment at 10:02 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of Board of Adjustment and back into regular session at 11:53 A.M.

HUMAN RESOURCES

Natalie Remund, Human Resources Consultant, requested to move into an executive session pursuant to SDCL 1-25-2 (3) for contract negotiations and pursuant to SDCL 1-25-2 (1) for personnel.

Motion by Spilde and seconded by Lundquist to adjourn from regular session and move into executive session for contract negotiations and personnel at 11:50 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board back into regular session at 1:14 P.M.

Motion by Nelson and seconded by Spilde to promote Kathy DeDyne to 4-H Program Coordinator with a pay grade of 20 and starting pay of \$22.82/hr. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Nelson to discontinue the Memorandum of Understanding with SDSU Extension for the program advisor effective immediately. All present voting aye. Motion carried.

The Board adjourned to Thursday, August 21, 2025, at 8:30 A.M.

SIGNED _____
Kyle Lee, Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.