

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

** unapproved draft minutes**

De Smet, South Dakota

August 1, 2023

The Kingsbury County Board of County Commissioners met Tuesday, August 1, 2023, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Roger Walls, Steve Spilde, Doug Kazmerzak and Corey Lundquist present. Chairman Kazmerzak presided.

Commissioner Kyle Lee joined via Zoom.

Also attending via Zoom were Michelle Longville - Treasurer, Steve Strande - Sheriff, and Amy Halverson - Kingsbury Journal.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

APPROVE AGENDA

Echo Steffensen, Auditor, requested to add to the agenda a request to transfer the Legend Seed donations to be assigned to Fair board Grounds Improvement.

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

MINUTES

Motion by Lee and seconded by Lundquist to approve the minutes of July 18, 2023. All present voting aye. Motion carried.

PUBLIC COMMENT

Chairman Kazmerzak asked for public comment. There was none.

CONFLICT OF INTEREST

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

APPROVE CLAIMS

Motion by Spilde 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.

1ST DIST ASSC OF LOCAL GOVT. 3477.50 4TH QTR DUES FY 2023, APPEARA 84.61
SUPPLIES, ASPHALT PAVING & MATERIALS 87099.30 HWY PATCHING SUPPLIES, CINDY
BAU 120.00 UTILITIES, BLUE WHEELER & BANKS LLP 284.34 BMI, BOB BODE
CONSTRUCTION 969.39 REPAIRS, BOWES CONSTRUCTION, INC 84631.72 HWY PATCHING
SUPPLIES, BOYER FORD TRUCKS 113.87 SUPPLIES, BUTLER MACHINERY COMPANY
1520.54 REPAIRS/SUPPLIES, CAPFIRST EQUIPMENT FINANCE, INC 70250.00
EQUIPMENT LEASE, CHOP STOP 83.73 SUPPLIES, CIVIL DESIGN INC. 1575.00
BRIDGE INSPECTIONS, COMMERCIAL ASPHALT 26306.28 PATCHING SUPPLIES, SMITH'S
LUMBER 45.28 REPAIRS/MAINT, DE SMET WELDING 963.18 REPAIRS/SUPPLIES,
FONDER EXCAVATING & 7136.70 REPAIRS, G & R CONTROLS, INC 1858.11
REPAIRS/MAINT, JIM HARVEY 58.26 SUPPLIES, HILLYARD/SIOUX FALLS 1171.77
SUPPLIES, HOLIDAY INN CITY CENTRE 450.00 TRAVEL, CITY OF HURON 3987.51 911
SURCHARGE MAY 2023, INTERLAKES COMMUNITY ACTION 417.17 COMMUNITY SER
WORKER 7/2023, JEBRO, INCORPORATED 246041.20 HIGHWAY SEALING SUPPLIES, JOE
JENSEN 260.10 TRAVEL, KINGSBURY JOURNAL 84.00 PUBLISHINGS, KINGSBURY
JOURNAL 344.25 PUBLISHINGS, LAKE COUNTY SHERIFF'S OFFICE 2475.00 PRISONER
CARE, LINDE GAS & EQUIPMENT INC 177.19 SUPPLIES, LYLE SIGNS, INC. 106.92
SUPPLIES, KELLY MCCUNE 100.00 CLEANING-4H GROUNDS, MCLEODS PRINTING &
OFFICE SUPP 107.94 SUPPLIES, DIANNE MULDER 58.14 TRAVEL, MULTI BUSINESS
SOLUTIONS, INC 2150.00 PROFESSIONAL SERV - HR, EASTLINE SUPPLY 558.53
SUPPLIES, NORTHWESTERN ENERGY 11.56 UTILITIES, O'KEEFE IMPLEMENT 918.65
SUPPLIES, O'KEEFE IMPLEMENT 150.68 SUPPLIES, OFFICE PEEPS INC 121.72
SUPPLIES, PRAIRIE AG PARTNERS 304.69 SUPPLIES, PRAIRIE AG PARTNERS 2046.79
REPAIRS/MAINT, PAUL JENNINGS CONSTRUCTION 1740.00 SUPPLIES, PHEASANTLAND
INDUSTRIES 172.43 SUPPLIES, POINSETT GARDENS, INC 100.00 SUPPLIES, MAGGIE
PURINTUN 39.28 SUPPLIES, RFD NEWS GROUP 390.21 PUBLISHINGS, RICH'S GAS &
SERVICE 27.34 REPAIRS/MAINT, SD DEPT OF TRANSPORTATION 299.89 BRIDGE
INSPECTIONS, SD SHERIFF'S ASSOCIATION 121.05 SHERIFF'S CONFERENCE, SDSU
EXTENSION 6857.42 EXETENSION SERVICES, RHONDA SIEFKER 34.68 TRAVEL,
SPENCER QUARRIES/ 8473.42 HWY SEALING SUPPLIES, ABBIGALE STEEKE 59.16
TRAVEL, AUSTIN SWARTZ 6500.00 REPAIRS/ MAINT 4H, THOMSON REUTHERS 557.98
SUPPLIES, TRUGREEN 573.27 PROFESSIONAL SERV, TRUSTWORTHY HARDWARE 116.68
SUPPLIES, TRUSTWORTHY HARDWARE 21.48 SUPPLIES, VERIZON 209.05 UTILITIES,
DE SMET VETERINARY SERVICE 97.12 SHERIFF'S DOG SUPPLIES, VISA 242.54
SUPPLIES, WW TIRE 2656.30 SUPPLIES, ZELL MANUFACTURING 50.02 SUPPLIES,

END OF MONTH

COURTHOUSE SALARIES	\$62,390.42
HIGHWAY SALARIES	33,686.81

PAYROLL DEDUCTIONS

Wellmark Health Plan	32,366.18
Three Fivers Benefits	6,090.54
AFLAC	1,418.82

AFLAC	398.42
Reliance Life Insurance	181.26
Aflac Dental	1,481.34
Beam Vision	255.12
SD Retirement Supplement Pretax	200.00
SD Retirement System	14,305.16
SD Retirement Supplement	830.00
AFSCME	93.04
Kingsbury County	28,325.86

OPEN DISCUSSION

The Board had a discussion on the issues of chip sealing on CR11. It was reported the oil was bleeding through. The issue was fixed and currently there is nothing bleeding through. It was suggested that it was the heat that had caused the issue.

AUDITOR

Echo Steffensen requested Board approval to transfer \$500,000.00 from the general fund to the highway fund as per the 2022 budget.

Motion by Walls and seconded by Spilde for Steffensen to transfer \$500,000.00 from the general fund to the highway fund. All present voting aye. Motion carried.

HIGHWAY

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

Chip sealing in Miner and Kingsbury County is complete. They are working on blading and grooming. The lights have been installed on the stop signs in Badger.

Sorenson informed the Board that the Albert Bridge project is in progress.

Sorenson requested the Board approve the Preliminary Engineering agreement with Civil Design for the bridge improvement grant application for 2024.

Motion by Spilde and seconded by Lundquist to move forward with the Preliminary Engineering for the bridge improvement grant application and for Chairman Kazmerzak to sign said agreement. All present voting aye. Motion carried.

Sorenson requested to move into executive session for personnel.

Motion by Walls and seconded by Lee to adjourn from regular session and move into executive session for personnel at 8:55 A.M. All present voting aye. Motion carried.

Chairman Kazmerzak declared the Board out of executive session and back into regular session at 9:13 A.M.

Motion by Spilde and seconded by Walls to grant an unpaid medical leave of absence to a highway employee and for the employee's benefits to remain the same through September. All present voting aye. Motion carried.

The Board discussed with Sorenson the condition of the gravel roads and inquired if the blading had gotten behind while the chip sealing was being completed. Sorenson stated they followed the same routine as they did every year while chip sealing and that the blade operators had been working every other Friday to keep up with the blading.

MAINTENANCE

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

Palmlund informed the Board he had requested estimates for the repairs of the Sheriff's building roof. Only one estimate was received, and the amount was outside the bid requirements. Palmlund requested to be able to advertise for bids for the project and to set the bid opening for September 5, 2023.

Motion by Lee and seconded by Spilde to authorize Palmlund to advertise for bids for the Sheriff's building roof project with the stipulation the work would need to be completed within 12 months or by September 2024. All present voting aye. Motion carried.

Palmlund updated the Board on the sidewalk and driveway project.

The Board decided to table further discussion until bids had been opened for the Sheriff's roof project.

Palmlund informed the Board that \$12.00 in donations had been left in the donation box for statue upkeep and flag purchases and that several people had signed the guest book.

SHERIFF

Shelley Strande, Sheriff Office Manager, met with the Board to request travel approval for Sheriff Strande to travel to Aberdeen September 26-28, 2023, for the annual sheriff's conference.

Motion by Spilde and seconded by Lundquist to approve the travel request for Sheriff Strande to Aberdeen for the sheriff's conference September 26-28, 2023. All present voting aye. Motion carried.

Strande requested travel approval for herself and Sheriff Strande to Chamberlain, SD for 24/7 Program training on September 5-6, 2023.

Motion by Lundquist and seconded by Lee to approve travel for the Sheriff and the office manager to travel to Chamberlain for 24/7 training on September 5-6, 2023. All present voting aye. Motion carried.

Strande requested to move into executive session for personnel.

Motion by Spilde and seconded by Lundquist to adjourn from regular session and move into executive session for personnel at 9:45 A.M. All present voting aye. Motion carried.

Chairman Kazmerzak declared the Board out of executive session and back into regular session at 9:57 A.M.

CARBON SOLUTIONS

Kalee Langrell, Turnkey Logistics, met with the Board to provide an update of the status of the Carbon Solutions pipeline. Langrell provided a slideshow of misconceptions and stated the easement miles signed for in Kingsbury County was at 95% or 27.3 miles. An amount of approximately 4.7 million dollars has been paid out in Kingsbury County for said easements.

Langrell stated the PUC hearing for Carbon Solutions was scheduled for September 11, 2023.

EMERGENCY MANAGEMENT

Cindy Bau, Emergency Management, met with the Board to request Chairman Kazmerzak to sign her quarterly report for reimbursement to the County.

Motion by Lundquist and seconded by Spilde for the Chairman to sign said report. All present voting aye. Motion carried.

REGISTER OF DEEDS

Caryn Hojer, Register of Deeds, provided an update on the upcoming 125th anniversary celebration for the courthouse.

OFFICE REPORTS

The Register of Deeds, Sheriff's and Director of Equalization's Reports of Fees Collected during the month of July 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 July 31, 2023, be accepted as follows. All present voting aye. Motion carried.

Cash on Hand	\$ 2,548.92
Checks in Treas. Possession less than 3 days	16,383.15
Credit Card	986.28
Uncollected Credit Cards	-282.70
Cash Short	0.01
Demand Deposits	113,125.40
Savings Account	3,072,911.92
Revolving Loan Fund	187,266.14
Big Ditch MM	353,365.70
Time Deposits	1,657,523.80
TOTAL	5,403,828.62

BREAKDOWN OF MONEY BY FUNDS

County General Fund	3,263,866.05
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)	1,625,724.80
Drainage Ditch #4	165,246.79
Drainage Ditch Debt Service Cash	7,145.14
Amount held for School Dist.	12,392.15
Amount held for Townships	4,695.76
Amount held for Cities	5,403.75
Amount held for East Dakota Water Dist.	36.38
State Remittance	161,599.92
Amount held for others	157,717.88
TOTAL	\$5,403,828.62

HUMAN RESOURCES

Natalie Remund, Human Resource Consultant, met with the Board to review the most recent changes to the personnel policy manual and to present the completed revision for their approval.

Steffensen, Auditor, informed them of a change that should be made for employees on unpaid leave regarding payment of benefits.

Motion by Lundquist and seconded by Spilde to approve the revised personnel policy manual with said change and to become effective August 1, 2023. All present voting aye. Motion carried.

AUDITOR

Steffensen, Auditor, discussed the proposed provisional budget with the Board requesting direction on the new road levy and the opt-out for 2023 taxes payable 2024. The opt-out does not expire until 2024. After consideration the consensus of the Board was to use the Road Levy and the Opt-out until it expires by law as revenue for 2023 due 2024 at this time. The Board will revisit the options prior to approving the final budget for 2024.

Steffensen requested to move into executive session for personnel.

Motion by Spilde and seconded by Walls to adjourn from regular session and move into executive session for personnel at 12:27 P.M.

Chairman Kazmerzak declared the Board out of executive session at 12:42 P.M.

The Board adjourned to Tuesday, July 11, 2023, at 9:00 A.M.

SIGNED

Doug Kazmerzak, Chairman

ATTEST

Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.