

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONER

\*\*unapproved draft minutes\*\*

De Smet, South Dakota  
November 7, 2024

The Kingsbury County Board of County Commissioners met Thursday, November 7, 2024, at 8:30 AM in the Courtroom of the County Courthouse with Commissioners Kyle Lee, Roger Walls, Corey Lundquist, Steve Spilde and Troy Nelson present. Chairman Lee presided.

Also in attendance was Barbara Brosvik Paulson, States Attorney Paralegal and Joe Jensen, Planning and Zoning.

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

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance

APPROVE AGENDA

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

MINUTES

Motion by Spilde and seconded by Walls to approve the minutes of October 22, 2024. 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 Lundquist and seconded by Spilde 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 32.34 SUPPLIES, APPEARA 69.85 SUPPLIES, ASPHALT  
PAVING & MATERIALS 4995.77 HWY PATCHING SUPPLIES, AT&T 100.01 UTILITIES-  
PHONE, BADGER OIL COMPANY 1100.00 FUEL, BANKSTAR FINANCIAL & WHITEWOOD  
88530.00 RLF LOAN PROCEEDS, CINDY BAU 60.00 ELECTION WORKER, BEADLE COUNTY  
SHERIFF 9500.00 PRISONER CARE, PAULA BERGAN 365.40 ELECTION WORKER/TRV,  
KATHLEEN BIEVER 210.00 ELECTION WORKER, BIRMINGHAM & CWACH LAW OFFICES  
270.96 COURT APPT ATTORNEY FEES, RONALD BLACHFORD 193.38  
MAINTENANCE/SUPPLIES, BLUE360 MEDIA. LLC 103.95 SUPPLIES, BROOKINGS COUNTY  
SHERIFF'S OFF 5772.25 PRISONER CARE, CENTRALSQUARE TECHNOLOGIES, LLC  
7078.50 EQUIPMENT, CENTURYLINK 776.34 UTILITIES, CITY OF DESMET 188.86  
UTILITIES, JENNIFER CLELLAND 225.00 ELECTION WORKER, COLES PETROLEUM  
21891.25 HWY FUEL, COOK'S WASTEPAPER & RECYCLING 959.86 UTILITIES, WENDY  
DENISON 300.00 CLEANING 4H GROUNDS, DIAMOND MOWERS LLC 472.09 HWY  
SUPPLIES, DIESEL MACHINERY, INC 65.26 HWY SUPPLIES, C&R FIRE SUPPRESSION  
1010.10 PROFESSIONAL SERVICES, ELECTION SYSTEMS & SOFTWARE IN 185.00  
ELECTION, 1ST DISTRICT DEVELOPMENT 1350.00 RLF ADMINISTRATIVE FEES,  
FOERSTER TESTING LIMITED 750.00 SUPPLIES, G & R CONTROLS, INC 3233.68  
PROFESSIONAL SER, CONSTANCE HALVERSON 225.00 ELECTION WORKER, VIKKI HASCHE  
255.00 ELECTION WORKER, HILLYARD/SIOUX FALLS 1451.21 GEN BLDG SUPPLIES,  
CARYN HOJER 127.50 ELECTION WORKER, INFOTECH SOLUTIONS 5670.95  
PROFESSIONAL SERVICES, INTERLAKES COMMUNITY ACTION 1082.66 COMMUNITY SERV  
WORKER, JEBRO, INCORPORATED 1360.00 HWY SEALING SUPPLIES, MICHAEL JENKINS  
128.76 UNIFORMS, JOE JENSEN 221.10 TRAVEL, MARK KATTERHAGEN 12.00 BMI PRO  
SERVICE, KINGBROOK RURAL WATER 43.05 UTILITIES, KINGSBURY JOURNAL 65.00  
PUBLISHINGS, KINGSBURY CO REGISTER OF DEEDS 30.00 FEES, KINGSBURY CO  
REGISTER OF DEEDS 90.00 FEES, DIANNE LARSON 267.34 ELECTION WORKER/TRV,  
VAL LARSON 12.00 BMI PROFESSIONAL SERV, MARY LEE 66.17 ELECTION WORKER,  
ROGER LEE 144.92 ELECTION WORKER/TRAVEL, KYLE LEE 21.20 COMMISIONER  
TRAVEL, LUCY LEWNO 155.21 BMI, LINDE GAS & EQUIPMENT INC 224.20 HWY  
SUPPLIES, LOISEAU CONSTRUCTION, INC. 40847.04 HWY SUPPLIES - SPEC PROJ,  
DEE ANN LOVETT 234.38 ELECTION WORKER/TRVL, COREY LUNDQUIST 152.03  
COMMISSIONER TRAVEL, LYLE SIGNS, INC. 43.30 HW SUPPLIES-SIGNS, MAYNARD'S  
FOOD CENTER 5.49 SUPPLIES, MCLEODS PRINTING & OFFICE SUPP 32.64 ELECTION  
SUPPLIES, YESIKA MENOZ 230.40 PRO FEES, MICRO COMPUTER SYSTEMS 626.05  
PROFESSIONAL SERV, MINNEHAHA CO JUVENILE CT CENTE 458.48 FEES, DIANNE  
MULDER 240.00 ELECTION WORKER, MULTI BUSINESS SOLUTIONS, INC 2250.00 HR  
PRO SERVICES, TROY NELSON 85.93 COMMISSIONER TRAVEL, NIMBLE WASH, LLC  
183.63 CARWASHES, GEORGE NORGAARD 400.00 REPAIRS, O'KEEFE IMPLEMENT 446.59  
HWY SUPPLIES, OFFICE PEEPS INC 907.90 SUPPLIES, PRAIRIE AG PARTNERS 178.98  
REPAIRS, PRAIRIE AG PARTNERS 1755.30 HWY UTILITIES/FUEL, DIANNE PERRY  
221.26 ELECTION WORKER/TRV, PHEASANTLAND INDUSTRIES 374.09 HWY SUPPLIES,  
PITNEY BOWES 207.12 PRO SERVICES, LINDA POPPEN 272.70 ELECTION WORKER/TRV,  
SD PUBLIC HEALTH LABORATORY 205.00 PROFESSIONAL SER, TYLER PURINTUN 30.00  
ELECTION WORKER/TRV, RAMKOTA HOTEL WATERTOWN SD 228.70 TRAVEL SHERIFF,  
REDWOOD TOXICOLOGY LABORATORY 436.33 SUPPLIES, RFD NEWS GROUP 214.42  
PUBLISINGS, LEROY ROTH 450.00 PROFESSIONAL SERVICES, RUNNING SUPPLY INC.  
374.77 HWY SUPPLIES, SDACC 656.00 PROFESSIONAL SERV, SDN COMMUNICATIONS  
917.00 PRO SERVICES, DAVID SORENSON 413.68 TRAVEL, LYNETTE SPANBAUER

317.70 ELECTION WORKER, STEVEN L. SPILDE 89.11 TRAVEL, DEAN STEFFENSEN  
82.65 ELECTION WORKER/TRVL, STEVE STRANDE 357.16 POSTAGE/REPAIRS,  
TRANSOURCE 627.46 HWY SUPPLIES, TRUCK& TRAILER SPECIALISTS LLC 297.58 HWY  
SUPPLIES, TRUSTWORTHY HARDWARE 42.93 GEN BLDG REPAIRS, TRUSTWORTHY  
HARDWARE 50.97 HWY SUPPLIES, TURNER COUNTY SHERIFF 4.00 PROFESSIONAL SERV,  
TWO WAY SOLUTIONS, INC. 47.97 SUPPLIES, VERIZON 408.68 UTILITIES, VIKKI  
IRVIN 135.00 ELECTION WORKER, VISA 665.26 SUPPLIES, VISA 259.64 HWY  
SUPPLIES/FUEL, DOROTHY VOSSLER 232.50 ELECTION WORKER/TRV, ROGER WALLS  
79.32 TRAVEL, JO ANN WARD 325.48 ELECTION WORKER/TRV, WARD'S STORE &  
BAKERY 40.00 ELECTION, FAUNIEL WASSERBURGER 73.40 ELECTION WORKER/TRV, PAT  
WHEELER 135.00 ELECTION WORKER/TRV, JOAN WOLLSCHLAGER 243.63 ELECTION  
WORKER, YANKTON COUNTY SHERIFF OFFICE 50.00 BMI SHERIFFS FEES, MERRILL  
ZEECK 198.75 ELECTION WORKER, ESTATE OF RANDY CROMWELL 1000.00 ADVANCE  
TAX, SD UNEMPLOYMENT 89.82 INSURANCE, KINGSBURY COUNTY TREASURER 847.95  
ADVANCE TAX, KINGSBURY COUNTY TREASURER 1204.31 ADVANCE TAX, KINGSBURY  
COUNTY TREASURER 539.84 ADVANCE TAX,

#### END OF MONTH

|                     |             |
|---------------------|-------------|
| COURTHOUSE SALARIES | \$68,338.29 |
| HIGHWAY SALARIES    | 31,161.96   |

#### PAYROLL DEDUCTIONS

|                                 |           |
|---------------------------------|-----------|
| Wellmark Health Plan            | 41,519.96 |
| Three Fivers Benefits           | 7,265.72  |
| AFLAC                           | 1,264.66  |
| AFLAC                           | 337.18    |
| Reliance Life Insurance         | 192.54    |
| Reliance Matrix Dental          | 2,211.60  |
| Reliance Matrix Vision          | 303.00    |
| SD Retirement Supplement Pretax | 612.00    |
| SD Retirement System            | 15,399.84 |
| SD Retirement Supplement        | 590.00    |
| AFSCME                          | 232.60    |
| Kingsbury County                | 28,715.94 |

#### HIGHWAY

The Board discussed highway matters.

Chairman Lee presented right-of-way agreements from Sioux Valley Energy and Valley Fibercom for approval.

Motion by Spilde and seconded by Lundquist to approve the right-of-way agreements from Sioux Valley Energy and Valley Fibercom and for the Chairman to sign said agreements. All present voting aye. Motion carried.

#### AUDITOR

Echo Steffensen, Auditor, presented the 2025 Uniform Alcoholic Beverage License renewal for Mathew Store for approval and the Chairman to sign.

Motion by Nelson and seconded by Spilde to approve said application and for Chairman Lee to sign. All present voting aye. Motion carried.

Steffensen updated the Board on the increase in premiums for the county provided health insurance. The Board discussed options available to help bring the cost down. Risty Benefits will attend the November 19, 2024 meeting to discuss.

Steffensen presented a request from Risty Benefits to allow an agent to contact Medicare eligible employees to discuss Medicare during the open enrollment period. The Board tabled this until November 19, 2024 to discuss further with Risty Benefits.

#### DEPARTMENT OF EQUALIZATION/TREASURER

Tammy Anderson, Director of Equalization, presented the following fees charged by the office:

|                                |                 |
|--------------------------------|-----------------|
| Copies                         | \$1.00 per page |
| GIS subscription               | \$350.00        |
| GIS- shape file                | \$5,000.00      |
| Base List                      | \$500.00        |
| Base with complete information | \$2,500.00      |

Michelle Longville, Treasurer, presented the following fees charged in the Treasurer's office:

|                 |                 |
|-----------------|-----------------|
| Copies          | \$1.00 per page |
| Tax record list | \$250.00        |

Longville requested an increase to \$2,500.00 for the tax record list to be more in line with the Director of Equalization fees and other County's fees.

Longville discussed fees charged for individual requests.

Motion by Nelson and seconded by Spilde to set the Treasurer fees to \$1.00 per page for paper copies and \$250.00 for every 250 tax records requested up to \$2,500.00, and \$2,500.00 for a complete file. With an annual review of fees. All present voting aye. Motion carried.

Motion by Lundquist and seconded by Walls to set the Director of Equalization fees to \$1.00 per page, Base listing \$500.00, Base list with complete information \$2,500.00, GIS Subscription \$350.00 and GIS Shape

file \$5,000.00. With an annual review. All present voting aye. Motion carried.

#### ELECTION CANVAS

Steffensen presented the Board with the General Election Results. Commissioners Lundquist and Walls read the results of each race, and the number of votes cast for each candidate for comparison.

All numbers were found to be accurate for each precinct.

Motion by Lundquist and seconded by Nelson to approve the Canvass of the General Election. All present voting aye. Motion carried.

The Certificate for the State of South Dakota was signed by all members of the Board of Canvassers in Kingsbury County.

The Post Election Audit selections were made. Iroquois Precinct was drawn from a hat. The statewide race to be audited will be Initialed Measure 28 and the other race to be audited will be Constitutional Amendment H. The audit will take place on Thursday, November 21, 2024 at 2:00 P.M.

#### MAINTENANCE

Lonny Palmlund, Building and Grounds Superintendent, met with the Board to discuss maintenance matters.

Palmlund informed the Board of an estimate he had received for the cost of a new evaporator unit compared to the \$3,965.00 to replace the evaporator unit on the heating/cooling system that was presented at the October 8, 2024 meeting. A new unit would cost \$14,867.00. No action was taken.

#### EMERGENCY MANAGEMENT

Cindy Bau, Emergency Management, met with the Board to update them on the Burn Ban Ordinance. The ordinance was still being prepared by the State's Attorney office and would be moved to the November 19, 2024 meeting. on office matters.

Bau requested travel approval to attend a mandatory Crisis track annual computer program training in Sioux Falls on December 5, 2024.

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

#### OPEN DISCUSSION

The Board discussed repair needs for the Courthouse. Commissioner Lundquist wanted the Board to set a priority list. The Board decided first all surplus items from offices needed to be gathered and reviewed.

#### PLANNING AND ZONING

Motion by Spilde and seconded by Nelson to adjourn from regular session and move into Planning & Zoning at 10:57 A.M. All present voting aye. Motion carried.

Chairman Lee declared the Board out of Planning & Zoning and back into regular session at 11:17 A.M.

#### ORDINANCE 71 - 1<sup>st</sup> Reading

Steffensen read the following Ordinance 71 as presented by the Planning and Zoning Commission:

#### Ordinance 71

AN ORDINANCE ENTITLED, an ordinance to amend Section 1.03.01 adopted by Ordinance 45, March 3, 2015, as amended, of the Zoning Ordinance of Kingsbury County

Be it ordained by the Board of County Commissioners of Kingsbury County, South Dakota: that Section 1.03.01 adopted by Ordinance 45, March 3, 2015, as amended, of the Zoning Ordinance of Kingsbury County be amended to classify the following property: Lot One (1) Johnson Seed's Addition in the North Half (N  $\frac{1}{2}$ ) of the Northeast Quarter (NE  $\frac{1}{4}$ ) of Section Twenty Four (24), Township One Hundred Nine (109), Range Fifty Three (53) West of the 5<sup>th</sup> P.M., Kingsbury County, South Dakota.

To "CI" Commercial from "AG" Agricultural

Second Reading and adoption will be November 19, 2024.

#### HUMAN RESOURCES

Natalie Remund, HR Consultant, joined the meeting via conference call.

Remund presented Job Descriptions for the Highway Department, State's Attorney Office and the Director of Equalization Office for Board Approval.

The Board requested the requirement for a diploma or GED be removed from the seasonal flagger and seasonal mower positions.

Motion by Nelson and seconded by Spilde to approve the job descriptions for the Highway Department, with corrections and the State's Attorney and Director of Equalization Office. All present voting aye.

The Board adjourned to Tuesday, November 19, 2024, at 8:30 A.M.

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

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

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