

OFFICIAL PROCEEDINGS KINGSBURY COUNTY BOARD OF COUNTY COMMISSIONERS

De Smet, South Dakota

December 16, 2025

The Kingsbury County Board of County Commissioners met Tuesday, December 16, 2025, at 8:30 A.M. in the Courtroom of the County Courthouse with Commissioners Troy Nelson, Steve Spilde, Corey Lundquist and Roger Walls present. Vice-Chairman Lundquist presided.

Chairman Lee attended via Zoom.

Also attending via Zoom were Amy Halverson- Kingsbury Journal, Tammy Anderson - Director of Equalization, Michelle Longville - Treasurer, Kristen Longville - Emergency Management and Sheriff Strande.

Vice-Chairman Lundquist called the meeting to order.

PLEDGE OF ALLEGIANCE

Those present stood and recited the Pledge of Allegiance.

AGENDA

Vice Chairman Lundquist asked if there were any additions or changes to the agenda.

Echo Steffensen, Auditor, requested to add snow removal discussion with Mark Burmeister at 9:45 and consideration of a quote from MidWest glass for door push bars.

Motion by Spilde, second by Walls to approve the agenda with stated additions. All present voting aye. Motion carried.

MINUTES

Motion by Spilde, second by Walls to approve the minutes of December 2, 2025. All present voting aye. Motion carried.

PUBLIC COMMENT

Vice-Chairman Lundquist asked for public comment. There was none

CONFLICT OF INTEREST

Vice-Chairman Lundquist asked the Board if there was any conflict of interest. There was none.

BILLS

Motion by Spilde, second by Nelson, 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.

AMERICINN BY WYNDHAM 228.70 TRAVEL, ANDERSON LUMBER, LLC 39.51 REPAIRS, APPEARA 79.23 SUPPLIES, BADGER OIL COMPANY 3065.59 FUEL, SHERRY BELL 66.80 JUROR FEES, JOHN BERG 51.40 JUROR FEES, BLUE LAW FIRM LLP 389.73 CAA, BLUE WHEELER & BANKS LLP 1569.16 CAA, BUTLER MACHINERY COMPANY 2277.24 SUPPLIES/REPAIRS, CENTURYLINK 137.28 UTILITIES, CENTURYLINK 833.15 PHONE UTILITIES, CITY OF DESMET 208.52 UTILITIES, COOK'S WASTEPAPER & RECYCLING 74.23 UTILITIES, MICHAEL CROMWELL 78.00 JUROR FEES, AVERA DE SMET HOSPITAL 252.00 PROF SERV, DE SMET WELDING 546.72 REPAIRS, STATE OF SOUTH DAKOTA 4998.00 PROF SERVICES, TONYA DORRIS 80.00 PROF SERVICES, ELECTION SYSTEMS & SOFTWARE IN 1977.89 GEN ELECTION, ROBERT FELDTHUS 9900.60 PROF SERV, FLEGELS FLOWERS 70.00 SUPPLIES, G & R CONTROLS, INC 319.50 REPAIRS, GALLS, LLC 347.56 SUPPLIES, KRISTA HAUG 87.80 JUROR FEES, HOLIDAY INN EXPRESS 336.00 TRAVEL, INNOVATIVE BUSINESS CONSULTANT 1968.50 FEES AND HEALTH INS CLAIMS, INTERLAKES COMMUNITY ACTION 543.50 COMMUNITY SERV WORKER, INTERSTATE BATTERY 74.95 SUPPLIES, INTERSTATE ALL BATTERY CENTER 79.44 SUPPLIES, JAY'S AUTOBODY 872.00 REPAIRS, KENNEDY PIER LOFTUS & 204.00 BMI, KINGSBURY COUNTY 4-H SHOOTING 362.82 DONATION, KINGSBURY ELECTRIC COOP 380.00 REPAIRS, KINGSBURY ELECTRIC COOP 490.50 UTILITIES, KINGSBURY JOURNAL 253.65 PUBLISHING, KYLE LEE 37.52 COM TRAVEL, LEWIS & CLARK BEHAVIORAL 225.00 BMI, LINDE GAS & EQUIPMENT INC 250.23 SUPPLIES, MICHELLE LONGVILLE 978.91 TRAVEL, COREY LUNDQUIST 215.74 COM TRAVEL, LYLE SIGNS, INC. 470.00 SUPPLIES, MARGO'S PLACE 814.93 DONATION, MAYNARD'S FOOD CENTER 14.99 SUPPLIES, MAYNARD'S FOOD CENTER 63.34 SUPPLIES, MCLEODS PRINTING & OFFICE SUPP 404.96 SUPPLIES, MCMASTERS GRAVEL & CONSTRUCTIO 722.70 SUPPLIES, MIDWEST GLASS, LLC 742.13 REPAIRS, EASTLINE SUPPLY 452.38 SUPPLIES, TROY NELSON 121.94 TRAVEL, NIMBLE WASH, LLC 120.56 SUPPLIES, NORTHWESTERN ENERGY 380.25 UTILITIES, NORTHWESTERN ENERGY 759.74 UTILITIES, O'KEEFE IMPLEMENT 1509.28 SUPPLIES/REPAIRS, OFFICE PEEPS INC 1074.07 SUPPLIES, OTTERTAIL POWER COMPANY 156.58 UTILITIES, OTTERTAIL POWER COMPANY 1012.23 UTILITIES, OXBOW RESTAURANT 186.15 SUPPLIES, PRAIRIE AG PARTNERS 685.17 REPAIRS, DAMIAN PAUL 64.00 JUROR FEES, TRICIA PETERS 80.80 JUROR FEES, JORDAN PURINTUN 1100.00 REPAIRS, QUILL 177.60 SUPPLIES, QUILL 128.99 SUPPLIES, RFD NEWS GROUP 224.52 PUBLISHING, ROLLING PRAIRIE GRAIN CO INC 2554.45 SUPPLIES, LEROY ROTH 1000.00 REPAIRS, RUNNING SUPPLY INC. 353.45 SUPPLIES, SANITATION PRODUCTS INC. 58.52 SUPPLIES, ABIGAIL SCHULTZ 92.00 JUROR FEES, SDACO 230.00 FEES, SDN COMMUNICATIONS 917.00 PROF SERV, STEVEN L. SPILDE 211.05 TRAVEL, TIMECLOCK PLUS LLC 36.00 PROFESSIONAL SERVICES, TRUSTWORTHY HARDWARE 36.23 SUPPLIES, TRUSTWORTHY HARDWARE 20.07 SUPPLIES, USPS 90.00 SUPPLIES, USPS POSTAGE BY PHONE 5000.00 SUPPLIES, VALLEY FIBERCOM 169.44 UTILITIES, MIDWAY SERVICE DBA VOLLAN OIL 20215.00 FUEL, ROGER WALLS 112.56 TRAVEL, LINDA WESTERGREN

80.80 JUROR FEES, WW TIRE 574.00 REPAIR, ZELL MANUFACTURING 183.61
SUPPLIES, SD DEPT OF REVENUE 148355.43 STATE REMITTANCE, JOHN ROSENBERG
18.26 ADVANCE TAX

TRAVEL REQUESTS

Motion by Nelson, second by Walls to approve the following travel requests. All present voting aye. Motion carried.

Auditor and Deputy Auditor, Annual Report Training, January 28,
2026, Mitchell

Sheriff- Sheriff's Day at Capitol, January 28-29, 2026

Sheriff's Convention, April 13-16, 2026, Deadwood

AUDITOR

Steffensen requested approval for the County to pay the employee cost of \$8.00 per month for the newly offered Medical Air Service policy.

Motion by Nelson, second by Spilde to approve the County pay the employee cost of \$8.00 per month for the newly offered Medical Air Service policy. All present voting aye. Motion carried.

Steffensen requested a grant auto supplement in the amount of \$14,400.00 to Urban & Rural Development for the Pre-Disaster Mitigation Plan.

Vice-Chairman Lundquist requested a motion to read and approve Resolution 2025-26, a resolution to supplement the Urban & Renewal Development Budget.

Motion by Nelson, second by Walls to read and approve Resolution 2025-26, a resolution to supplement the Urban & Renewal Development Budget.

Steffensen read the following resolution:

RESOLUTION 2025-26

GRANT SUPPLEMENTAL BUDGET

WHEREAS, GRANT FUNDS WERE RECEIVED FROM THE STATE OF SOUTH DAKOTA FROM THE BRIC GRANT THE FOLLOWING ITEMS WILL BE REIMBURSED FOR MONIES EXPENDED IN THE 2025 BUDGET:

101-712-429

URBAN & RURAL DEV OTHER \$14,400.00

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

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

EMERGENCY MANAGEMENT

Kristen Longville, Emergency Manager, met with the Board to discuss the regional Mutual Aid Agreement for Office of Emergency Management. Longville explained the state had reorganized the regions and an agreement needed to be signed for the new region.

Motion by Spilde, second by Nelson to accept and adopt the new Mutual Aid Agreement for the Office of Emergency Management and for Vice-Chairman Lundquist to sign the same. All present voting aye. Motion carried.

HIGHWAY

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

CIVIL DESIGN

Chris Brozik, Civil Design, Inc. met with the Board to discuss 2025 bridge inspections and provide recommendations for bridges in the County. Brozik recommended the County apply for a Bridge Improvement Grant for structure 39-070-041 located 2 miles east and .1 miles south of Bancroft on 425th Avenue.

Motion by Nelson, second by Walls to approve the application and to read the resolution authorizing the submission of application.

Steffensen read the following resolution:

2026 BRIDGE IMPROVEMENT GRANT PROGRAM

RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS

WHEREAS, Kingsbury County wishes to submit an application(s) for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER(S) AND LOCATION(S) :

Structure No. 39-070-041

Over Unnamed Tributary to Redstone Creek

Located 2.0 miles east & 0.1 miles south of Bancroft on 425th Avenue

and WHEREAS, Kingsbury County certifies that the project(s) are listed in the county's Five-Year County Highway and Bridge Improvement Plan;

and WHEREAS, Kingsbury County agrees to pay the 20% match on the Bridge Improvement Grant funds and 100% of ineligible expenses;

and WHEREAS, Kingsbury County hereby authorizes the Bridge Improvement Grant application(s) and any required funding commitments.**

NOW THEREFORE BE IT RESOLVED:

That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant application(s).

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

Brozik requested the Board grant authorization to Dave Sorenson, Highway Superintendent, to sign an application to apply for a 404 permit to replace the bridge on 425th Ave as part of the Redstone Dairy project.

Motion by Spilde, second by Nelson to grant authorization to Dave Sorenson, Highway Superintendent, to sign an application to apply for a 404 permit to replace the bridge on 425th Ave as part of the Redstone Dairy project.

HARTLAND TOWNSHIP RAIF APPLICATION

Sorenson presented the Rural Access Infrastructure Fund application from Hartland Township. Sorenson stated all the culverts on the application were listed as good to fair on the small structure inventory and that they would not be changing the sizes of the culverts.

Vice-Chairman Lundquist asked for further clarification on the application and for the application to be corrected as needed.

Commissioner Nelson will follow up on the application.

SNOW REMOVAL

Mark Burmiester was introduced to the Board.

Motion by Walls, second by Lee to contract with Burmeister to maintain the snow removal and deicing at the Courthouse at a rate of \$100.00 for the 1st hour and \$50.00/hour for each additional hour. All present voting aye. Motion carried.

AUDITOR

Steffensen provided the Board with an unassigned funds report as of November 30, 2025 and an update on the upcoming 2026 elections.

REGISTER OF DEEDS

Caryn Hojer, Register of Deeds, requested to move into an executive session for legal matters.

Motion by Nelson, second by Spilde to adjourn from regular session and move into executive session for legal matters at 10:15 A.M. All present voting aye. Motion carried.

Vice-Chairman Lundquist declared the Board back into regular session at 10:56 A.M.

Motion by Nelson, second by Spilde to advertise for bids for security items and installation of said items. All present voting aye. Motion carried.

MILLS PROPERTY MANAGEMENT

Chad Ebsen, Mills Property, met with the Board to update them on maintenance matters.

Ebsen informed the Board that Mikaela Bryant had resigned from her position as custodian.

Ebsen presented an estimate from G & R Controls to replace the heating and cooling units in the Director of Equalization office and the Jury room. The Board requested he check if these would be compatible if a new complete system would need to be updated. No action was taken.

SUPPLEMENTAL BUDGET HEARING

Steffensen provided information to the Board on Budget Supplement transfers needed to provide additional budget authority in the 2025 Budget.

No one was in attendance for the hearing.

Motion by Walls, second by Nelson to read and adopt Resolution

RESOLUTION 2025-24

WHEREAS, THERE WAS A NEED TO PROVIDE ADDITIONAL BUDGET AUTHORITY IN THE 2025 BUDGET. THE FOLLOWING ITEMS WILL BE ESTABLISHED AS ADDITIONAL 2025 BUDGET AUTHORITY.

101-141-411	AUDITOR SALARIES	\$11,600.00
101-141-415	AUDITOR INSURANCE	\$5,290.00
101-141-422	AUDITOR PROFESSIONAL SERVICES	\$5,110.00

101-711-415	PLANNING & ZONING INSURANCE	\$7,500.00
101- 211-434	SHERIFF MACHINERY & EQUIPEMENT	\$35,000.00
201-750-429	WHEEL TAX DISBURSEMENT	\$10,000.00
601-168-415	MERP INSURANCE CLAIMS	\$65,000.00

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 ITEMS SET FORTH ABOVE, AND

BE IT RESOLVED, THAT DUE NOTICE THEREOF WAS GIVEN BY THE POSTING OF A COPY OF THIS RESOLUTION AND THAT A HEARING ON SAID RESOLUTION SHALL BE HAD AND HELD IN THE COURTROOM AT THE KINGSBURY COUNTY COURT HOUSE, DE SMET, KINGSBURY COUNTY, SOUTH DAKOTA ON DECEMBER 16, 2025 AT 9:30 A.M.

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

Steffensen presented a quote from MidWest Glass LLC to place push bars on the stairway doors in the east annex building, 2nd floor landing and 3rd floor landing for \$1,497.69.

Motion by Nelson, second by Walls to approve and accept the quote from MidWest Glass LLC to place push bars on the stairway doors in the east annex building, 2nd floor landing and 3rd floor landing for \$1,497.69. All present voting aye. Motion carried.

Steffensen requested approval of a budgeted cash transfer of \$150,000.00 from General Fund to Highway Fund to cover necessary expenses.

Motion by Nelson, second by Walls to approve a budgeted cash transfer of \$150,000.00 from General Fund to Highway Fund to cover necessary expenses. All present voting aye. Motion carried.

SHERIFF

Steve Strande, Sheriff, presented the 2026 Roberts County inmate housing contract for approval. The rates increased to \$120.00 per day for adult prisoners and \$415.00 per day for juvenile prisoners.

Motion by Spilde, second by Nelson to approve the 2026 Roberts County inmate housing contract and for Vice-Chairman Lundquist to sign the same. All present voting aye. Motion carried.

Strande provided an update on prices for the new vehicle. No action was taken.

DIRECTOR OF EQUALIZATION

Tammy Anderson, Director of Equalization, requested to move into executive session for personnel.

Motion by Nelson, second by Walls to adjourn from regular session and move into executive session for personnel at 12:00 P.M. All present voting aye. Motion carried.

Vice-Chairman Lundquist declared the Board back into regular session at 12:30 P.M.

HUMAN RESOURCES

Natale Remund, HR Consultant, requested to move into executive session for contract negotiations.

Motion by Nelson, second by Spilde to adjourn from regular session and move into executive session for contract negotiations at 12:31 P.M. All present voting aye. Motion carried.

Vice-Chairman Lundquist declared the Board back into regular session at 12:54 P.M.

Motion by Nelson, second by Spilde to accept the 2026 Multi Business Solutions proposed contract for Human Resource services. All present voting aye. Motion carried.

AUDITOR

Steffensen requested to move into executive session for personnel.

Motion by Walls, second by Spilde to adjourn from regular session and move into executive session for personnel at 1:03 P.M. All present voting aye. Motion carried.

Vice-Chairman Lundquist declared the Board back into regular session at 1:56 P.M.

Motion by Nelson, second by Spilde to approve a 1% COLA adjustment to the Kingsbury County wage scale effective January 1, 2026. All present voting aye. Motion carried.

Motion by Nelson, second by Spilde to for Multi Business Solutions to advertise for a part-time custodian position. All present voting aye. Motion carried.

Motion by Nelson, second by Spilde to approve for all non-union employees, effective January 1, 2026, to be placed at the following steps of the wage scale based on years of service as follows: Step A - New hires, Step B - 1-5 years, Step C - 6-10 years, Step D - 11-15 years, Step E - 16-20 years and Step F- 21+ years. In addition, if an employee is above the stated step or in the range of the position, they will be moved to the next higher step or receive a 2% increase in the range. This will ensure all non-union employees receive a minimum of 3% for 2026. The step increases are provided in lieu of the longevity program. All present voting aye. Motion carried.

DEPARTMENT HEAD REVIEWS

Motion by Walls, second by Nelson to adjourn from regular session and move into executive session for personnel at 2:16 P.M. All present voting aye. Motion carried.

Vice-Chairman Lundquist declared the Board back into regular session at 3:15 P.M.

The Board adjourned to Tuesday, December 2, 2025, at 8:30 A.M.

SIGNED _____
Corey Lundquist, Vice Chairman

ATTEST _____
Echo Steffensen, County Auditor

Published 1 week at the total approximate cost of _____.