

AGENDA  
HAND COUNTY BOARD OF COMMISSIONERS  
**REGULAR BUSINESS MEETING –TUESDAY, OCTOBER 1, 2019 – 9:30 a.m.**  
HAND COUNTY COURTHOUSE, MILLER, SD  
(URL / LINKS are provided when documentation has been provided to us in advance.)

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Item: Approximate time

9:30 Meeting Brought to Order by Chair / Stand for the Pledge of Allegiance

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A: 9:35 Review Consent Calendar Items:

- Approve the [minutes of the September 3rd commissioner’s meeting](#).
  - Approve the [minutes of the Special Commission Meeting on September 24, 2019](#) which includes the minutes of the Zoning Board of Adjustment meeting which was held during that commission meeting.
  - Approve a travel request from Auditor Doug DeBoer to attend the “2019 County Auditor Workshop on November 6-7, 2019 in Pierre. Two nights stay.
  - Approve the publication for petroleum products for bids (motor fuels, furnace fuels, etc)
  - Approve of the claims / warrants for payment of debts (in folders)
  - Receive [Register of Deeds’ Statement of Fees](#) Collected During the Month of August 2019
  - Review the beverage license renewal of the Miller Golf Course / Miller Golf Club
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  - Receipt of   4   building permits from the zoning administrator.
    - E & R Fawcett, Ree Heights. Grain bin in Spring Hill Township Section 9
    - Nathan Kolda, Orient. Pole barn and grain bins, Fairview Township Section 20
    - Patrick Schaefer, Miller. Grain Bin, Alden Township Section 6
    - JoAnn Morford, Miller. Shed, Miller Township, Lot B, Zens Outlot 1
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B: 9:40 South Dakota Arms – Use of Sheriff’s Hand Gun range (update)

- The SD Public Assurance Alliance staff approved the waiver provided by South Dakota Arms and the training was held on September 21<sup>st</sup>.
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C: 9:45 Assessor – Terry Augspurger

- Discuss research on zoning administrators across the state for purposes of hours and wages.
  - Consideration of changing amount paid for zoning duties in calculation of 2020 wages.
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D: 9:55 Emergency Manager – Arlen Gortmaker

- Discussion on “DR-4440” (Disaster Recovery 2020 Flooding project number)
    - Claims from Emergency Management
    - Claims from County Highway
    - Availability of Hazard Mitigation Funds (to try and mitigate rather than just repair)
  - Menning Backhoe LLC – request for payment related to sand taken from their supply and not paid for.
    - What happened during sandbagging effort (how his sand was used, who promised to replenish it)
    - What has happened since that time
    - Desire to have sand on hand for the county, and each municipality to avoid future problems in securing
    - Permission to pay Menning (and submit to FEMA for reimbursement)
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E: 10:00 Sheriff – Shane Croeni

- Monthly Report:
    - Request to hire “part-time” dispatcher during Chelsea Price’s extended leave.
    - Mid-February thru June (estimated duration)
  - Invitation to the “Community Awareness Meeting” on October 10, received grant.
  - Discussion and review of unified or consolidated law enforcement.
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F: 10:15 Sweetland – Mark Wengerski and/or Pat Landness

- Plat presentation for approval

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G: 10:35 Unfinished business from September 24, 2019 meeting

- Review and approve, if applicable the “Engagement Letter” presented by Toby Qualm, Auditor in Charge, State of South Dakota, Department of Legislative Audit for the purpose of a review audit from the years 2017 and 2018
- Motion to consider the following business from the previous meeting amending the policy as follows:
  - To memorialize that the annual wage adjustment is the CPI declared by the Department of Revenue and not to exceed 3%, applied to payroll in January of each month.
  - To memorialize that the CPI is not a negotiable item during budget processing and is in effect unless revoked by the commission.
  - To memorialize an instruction to the county auditor to apply the current CPI of 2.4% to the wages of qualified employees.
  - To memorialize the continuation of the longevity, pay plan which was place into use two years prior.
  - To memorialize that new employees will be paid 100% of expected wages and that no percentage thereof will be assessed during the probationary or orientation periods.
  - To memorialize that the probationary period for new employees is six months as stated in the policy manual and that extended probation is discouraged.
  - To memorialize that the position of 911 County Coordinator shall be an “on call”, “as needed” position and that the person charged with being the coordinator shall receive \$200 per month payable from the 911 fund as wage with no benefits. To memorialize that the position of 911 County Coordinator is separate of what ever duties the holder may have and are to be recorded to determine actual work history.
  - To memorialize that the auditor will also be the welfare director, the treasurer shall do passports and the register of deeds shall do driver licensing until further notice and that for doing so, each elected official was previously compensated and shall continue to be compensated \$250 per year payable as one position within the principal office held.
  - To memorialize that the fees paid to the highway superintendent for management of the rubble site shall be incorporated into the salary of the highway superintendent and paid through one payroll check from the road band bridge fund and shall be payable as one position within the principal office.
  - To memorialize that the fees paid to the assessor for duties as the zoning administrator shall be incorporated into the salary of the assessor and paid through one payroll check from the assessor’s fund and shall be payable as one position within the principal office.

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H: 11:00 30-minute Commission Work Period:

- Approve the appointment of Arlen Gortmaker to the position of 911 County Coordinator and fix his pay for this on-call / as-needed position at \$200 per month, payable from the 911 fund.

- Need to specify when this is to be implemented.
- Memorialize the request of Elton Anson to increase the states attorney’s wage by \$2,111.21 from \$43,988.79 annually to \$46,100 annually effective January 1, 2020. The CPI will apply thereafter.
- Memorialize the request of Elton Anson to increase the states attorney’s secretary’s (Rebekah Koeck’s) hourly wage by \$5.64 per hour, from \$17.36 per hour to \$23.00 per hour effective January 1, 2020. The CPI will apply thereafter.
- Instruct the auditor to apply the CPI to the remaining eligible employees for payroll purposes. To prepare a list of them for review in November to be effective January 1, 2020.
- Discussion of elected officials (Doug DeBoer and Greg Palmer) having their wages dropped during their first six months of service and how to correct the error.
  - Greg Palmer was paid \$600 between January 2019 and June 2019. Six months at \$600 instead of \$680.67) Difference owed: \$80.67 per month or \$484.02.
  - Doug DeBoer was paid \$3,187.50 between March 2019 and August 2019. Six months at \$3187.50 instead of \$3,616.05) Difference owed: \$428.55 per month or \$2,571.30
- Approve the advertisement for the position of full time 4-H coordinator. A salary will be set at the next meeting unless the commissioner takes time this meeting.

I: 11:15 Part of Item H

- J: 11:30 Highway Department – Jeff Hargens
- Discussion of wages for new hires
    - Those with Commercial Driver Licenses
    - Those without Commercial Driver Licenses
  - Discuss FEMA recovery process
    - List of sites
    - Timeline
  - Discuss formulation of road haul agreements for current and pending projects
  - Review and execute agreements on the bridge improvement
  -

K: 11:45

- L: 12:00 NorthWestern Corporation – Letter
- Request for discretionary formula (SDCL 10-6-35.2) for a substation in St. Law township
  - Request: \$257,972 (Township and Miller School)

M: 12:15

N: 12:30

O: 12:45

P: 1:00

Q: 1:15

R: 1:25

S: 1:40

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T: 1:55

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U: 2:00

2:15

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V: Correspondence (Information received but not required for discussion)

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W: Reserved for Chairman's Statutory Period for Public Comment (SDCL: 1-25-1)

- Instructions:
    - Persons wishing to speak should raise their hand to be recognized by the chairman.
    - Once recognized by the chairman, please state your name for the record.
    - Please state the purpose or topic of your discussion at the onset.
  - The chairman reserves the right to limit the time for discussion by any or all persons.
  - Items presented during public discussion will not be acted upon but may be tabled until the next meeting.
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X: Reserved for Executive Session if needed:

- Chairman Wangsness request for an Executive Session do discuss a personnel matter)
    - Either: SDCL 1-25-2(1) for personnel
    - SDCL 1-25-2(3) to consult on legal matter with attorney
    - Motion must specify one of the two the reasons above.
    - Motion requires majority vote
    - Decisions / resolution must be in OPEN session.
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Y: Reserved for Commissioner Comment / Closing Discussion OPEN

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Z: Adjourn meeting. Next regular meeting is November 5, 2019 at 9:30 a.m. or 1 p.m.?