

AGENDA  
HAND COUNTY BOARD OF COMMISSIONERS  
**REGULAR BUSINESS MEETING –TUESDAY, MAY 5, 2020 – 9:30 AM**  
HAND COUNTY COURTHOUSE, MILLER, SD  
HELD IN THE COURTROOM TO MAINTAIN SOCIAL DISTANCING  
(URL / LINKS are provided when documentation has been provided to us in advance.)

\*\*\* PLEASE NOTE: The chairman has declared the entire meeting as the statutory period of public comment (SDCL 1-25-1) \*\*\*

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Item & Approximate time

A: 9:00 Meeting Brought to Order by Chair

- Review of the Consent Calendar / Agenda
- Review and act upon the [minutes of April 7, 2020 regular meeting.](#)
- Review and act upon the [minutes of the April 14, 2020 Consolidated Board of Equalization](#)
- Approval of Claims, Vouchers and Payments
- Acknowledgement of Building Permits as follows: (Provided 04/28/20)
  - Katherine Henson Trust: Polo Barn in Spring Hill Township. \$25,000
- Review and Approve the [Register of Deeds financial report for March 2020.](#)

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B: 9:05 Elections – Doug DeBoer

- Request to hire up to 8 adult persons to be custodians for the 8 polling places.
  - Request to set the wage at \$140 for the day. Mileage at state rate.
- Set the wage for Election Board Members at \$165 for the day. Mileage at state rate.
- Set the wage for Election Workers at \$35. Mileage at state rate.
- Set the wage for attending Election School at \$20. Mileage at state rate.
- Spending related to Covid-19 precautions: (Possible Reimbursement via the State / Fed)
  - 40 2'x2' plexiglass sneeze guards for use prior to and after the election.
  - 40 paper ballot sleeves laminated for the ballots so they could be cleaned and reused.
  - 8 Commercial cleaning kits for each poll to be used by staff to mitigate hazards.
  - Increased postage associated with absentee ballot distribution and forwarding.
  - Working with CK Welding to fabricate a permanent, secure drop box for ballots (and other items) that would be permanently mounted to the sidewalk on the west side for drop offs. The commercially available unit we found was \$1600 + S&H and install. Any objections?

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C: 9:15 Weed & Pest – Randy Peck

- Review and then approve a request to purchase chemical supplies from the presented bids.
- Review and then approve the hire of summer seasonal help from the presented list.
- Discussion on purchase of an enclosed incinerator to destroy confidential items / contraband.

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D: 9:30 Custodian – Will Page

- [Report via email:](#)
  - Boiler Maintenance with G&R Controls (Inspection and repairs)
  - Third Floor Restroom plumbing repairs
  - Plaster Repairs / Midwest Construction
  - Parking lot resurfacing
- Third Floor Plumbing Project
  - [Correspondence with Claims Associates / Property Claim](#)

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E: 10:00 Emergency Management – Arlen Gortmaker

- Response to the Corona Virus

- Update on 911 West Tower repairs
- Purchase of Personal Protective Equipment. Ratify purchases during interim.

F: 10:15 Hand County Highway – Jeff Hargens

- \$25,875,000 in federal funds extended to “...include the removal of existing bridges that are closed to traffic and in poor condition.”
  - [SD-DOT Program Outline](#) / Factsheet
  - [SD-DOT Program Application](#)
- Request for Free Dump / Spring Clean-Up weekend
- Possible Discussion on drainage issues / use of drain tile / possible regulatory procedures

G: 10:30 Budget Preparation – Auditor DeBoer

- Safety Audit: The sheriff’s office has reflective/lime vests and jackets. The Weed & Pest and Highway Department will begin / finishing outfitting their crews with the reflective / lime colored safety shirts, vests and jackets. The annual expense is minimal compared to a claim. Shouldn’t have a budget impact.
- Wage Requests were submitted by six department heads for consideration in preparing the 2021 budget.
  - Discussion and approval / disapproval of requests held over from April 3<sup>rd</sup> meeting:
    - [Cumulative Report \(ROD, 4H, Aud, Sheriff, DOE, Treas\)](#)
  - Department Heads were issued their expenditure report / budget submission forms on April 21 to begin processing for operational (non-personnel) budget requests.
  - County Commissioner budget preparation and discussion.
    - Alcohol Reversion Line (\$26,000 reserved by statute for Law Enforcement Spending)
    - Capital Improve Funds (\$?????) not a reserve or restricted funds, but a per request fund for facilities.
      - General Fund:
        - Courthouse building \$
        - Courthouse grounds \$
        - Library building \$
        - Library grounds \$
        - Weed and Pest building \$
        - Weed and Pest grounds \$
        - Rubble Site building \$
        - Rubble Site grounds \$
        - Sheriff’s Handgun Range building \$
        - Sheriff’s Handgun Range grounds \$
      - Road & Bridge Fund:
        - Highway Shop (Main building) \$
        - Highway Shop (Storage Buildings) \$
        - Highway Shop (DOT-Complex) \$
        - Highway Shop (DOT-grounds) \$
        - Highway Rural Shop North \$
        - Highway (unimproved properties) \$
      - E-911 Fund:
        - Ree Heights Tower \$
        - Vayland Tower (shared with HWY) \$
        - Courthouse Tower (share with Cust) \$
        - Huron Communications Tower \$

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H: 10:45 Payroll / Auditor – Doug DeBoer

- We have an employee out on the Family Medical Leave Act. There is no payroll but there are other expenses that require us to make payment (as well as the employee). We need permission to issue checks from the sheriff's budget to cover the employees' health insurance coverage as required by law and policy.

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I: 11:00 Vast Broadband – Sandra Meylor & Brian Hankel (Attending by ZOOM media)

- Discussion on “hosted telephone” service on existing internet framework
  - Install desk set phone, computer attaches into the phone. Piggyback
- Both Venture and Midco want to offer internet.
- Both Venture and Midco want to offer hosted telephone but they want extra cable network installed to each location.

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J: 11:25 Care of the Poor Application – Doug DeBoer as Welfare Director

- SD-DSS Office still closed. No new activity, still unable to make decisions on applications.

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K: 11:30 WEB Water Development Association, Inc. (Hearing on application)

- [Request / application to occupy rights of way for placement of water utilities](#)
- Enactment of Resolution 2020-04
- SDCL [31-26-24](#) & [31-26-25](#)
- Conference call info:
  - Dial-in number (US): (701) 802-5494
  - Access code: 4810734#

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L: 11:45 Plat Review for

- [Sweetland Operations & Maintenance Building](#) on 205<sup>th</sup>, just west of 369<sup>th</sup> Ave.
  - [Google Earth Image](#)
  - Mark Wengierski – Senior Project Manager 832-646-7730

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M: 12:00 Commission's 30-minute Work Period for unfinished business

- 2020 Wheel Tax / [Review mock up - template](#) & [Other Wheel Tax Ordinances](#) (Via Google Drive)
- Library Parking Lot project / proposals

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N: 12:30 Covid-19 Update – Commissioner Discussion – Chairman Jones

- Conference call info:
  - Dial-in number (US): (701) 802-5494
  - Access code: 4810734#

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O: 1:00 Drainage Board Meeting

- Gilbert Township – Jim Keeter et al.
  - Berm / dam / diversion structure failure between Lorna Watkins / Benny Snodgrass
  - Results of the failure on Gilbert Township

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V: Minutes from subordinate boards or committees (Available via URL, not in binders)

- LEPC – No Report / Cancelled because of COVID-19
- [Library Board Minutes / Report for March 2020.](#)
- Weed & Pest Board – Minutes of April 30, 2020 (not available yet)

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W: Correspondence (Available via URL, small files printed, large files not in binders)

- [SD-DENR – Ratio, LLC – State General Permit Application](#) (State required revisions)
    - Additional Revised Plans and Specifications Review
  - [SD-DPS 911 Services – 2019 Annual Report of Funds](#)
    - Completed by Arlen Gortmaker
  - [SD-DOR – 2020 Wind Energy Payment from Rolling Thunder 1, LLC \(10 towers\)](#)
    - Distribution:
      - Miller School District: \$42,781.00
      - County: \$29,946.70
      - Midland Township: \$12,834
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X: Reserved for Executive Session if needed:

- Justification of closed or executive session available to commissioners:
    - Reason 1: SDCL 1-25-2(1) for personnel
    - Reason 2: SDCL 1-25-2(3) consult attorney
    - Motion must specify one of 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 / Informational Items

- Unopposed local candidates winning party nominations and having no opposition in the general election.
    - Sheri Koeck – Treasurer (4-year term)
    - Shane Croeni – Sheriff (2-year term to get back on normal cycle)
    - States Attorney - Elton Anson (4-year term)
    - Coroner Tiffany Hofer (4-year term)
    - Commissioner District 2 - Jim Jones (4-year term)
  - Local Contest going to the Primary
    - Commissioner District 4
      - Jim Eschenbaum
      - BJ Hughes
  - South Dakota School & Public Lands Auction was held in the parking lot on April 17. 14 minute process.
  - Other “OLD BUSINESS”
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Z: Setting of date and time of next meeting and adjournment to close meeting.

- Next regular meeting is June 4, 2020 at 9:30 AM. (Moved to Thursday because of the Election)
- Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn.
  - All in favor: \_\_\_\_\_, those opposed: \_\_\_\_\_
  - Time of adjournment: \_\_\_\_\_