

**DRAFT AGENDA**  
**HAND COUNTY BOARD OF COMMISSIONERS**  
**REGULAR MEETING –TUESDAY, JULY 7, 2020 – TIME: 9:30 A.M.**

County Commission Chambers, Facebook Live and Zoom meeting.  
(URL / LINKS are provided when documentation has been provided to us in advance.)  
The chairman has declared the entire meeting as the statutory period of public comment (SDCL 1-25-1)

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ZOOM is a program video conferencing service. Visit [www.zoom.com](http://www.zoom.com) for more information. Use the free version.

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Meeting called to Order

**A: Assessor - Terry Augspurger (9:30 - 10)**

- Introduction of topic:
  - Parcel Mapping using GIS data
  - Integration of GIS in Assessor's Office
    - Before, during and after implementation
- Introduction of guest speakers:
  - Ryan Hartley, 1st District Association of Local Governments
    - Cost of project
      - Equipment needs / potential costs
      - Payment options
      - Timeline
    - After implementation, county responsibilities
      - Database management
      - Data storage
      - Public Access
      - Interdepartmental Access
  - Todd Kays, 1st District Association of Local Governments
  - Eric Sanger, Northeast Council of Governments
- Closing Discussion / Decisions o

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**B: Review, discuss and take action on the follow consent agenda items: (10 to 10:05)**

- [Minutes of the regular meeting dated June 4, 2020](#)
- [Minutes of the special meeting dated June 11, 2020](#)
- The special beverage license application from J&J Bar (Peggy Speck) was withdrawn by the applicant. The application and fee were returned to J&J.
- Weed & Pest had a vehicle repair that exceeded the \$300 spending limit. The bill to Preferred Transmission was \$425 to rebuild a driveshaft.
- Weed & Pest incinerator purchase. Dusty McFarlane can not produce the incinerator. The next option is Runnings (Huron) at \$1700.
- Review the renewal of [Eagle Pass Lodge](#) for a beverage license. \$400 Fee in Hand.
- [Building Permits:](#)
  - M&K Farms Inc (Matt & Karen Moeller), Wessington, connect barns, \$80,000
  - Dakota Spirit Group, St. Lawrence, Deck/Greenhouse, \$3,500
  - JP & Holly Heber Rev Trust, Zell, two bins, \$55,000
  - Eagle Pass Lodge, Ree Heights, garage / addition, \$175,000
  - Chad & Stacie Koth, St. Lawrence, garden shed, \$2,500
  - Susan Deuter, St. Lawrence, Shop Addition, \$10,000
  - Clate & Jessica Stevens, Miller. Pole Shed, \$30,000

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C: **Avera - Hand County Memorial Hospital (Tentatively 10:05 to 10:30)**

- Bryan Breitling & Renae Simons - Hand County Public Health Contract renewal
- Request for continued funding at the 2020 contract amount (no increase requested)
  - Budget is below in Item G
  - Changes to the contract mechanism to e-documents.
- Any other business of mutual interest

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D: **Commissioners Budget Preparation Period (Tentatively 10:30)**

- [Avera Health Coverage - Change in Premium for 2021](#)
  - \$882.21 current employer contribution (Plan 1) compared to current coverage.
    - \$961.65 (9%) maximum increase.
      - \$1k deductible, 60/40 \$3.5K coinsurance for \$4.5k out of pocket
    - \$930.45 (5.47%) medium increase.
      - \$1k deductible, 60/40 \$3.5K coinsurance for \$4k out of pocket
    - \$914.20 (3.63%) lowest increase.
      - \$1.5k deductible, 60/40 \$2.5k coinsurance for \$4k out of pocket
  - Other options are:
    - See worksheet
- [Community Counseling Services - Funding Request of \\$,9,450](#)
- [Northeast Council of Governments - Funding Request of \\$8,037.60](#)

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E: **Auditor - Doug DeBoer (about 11a)**

- Request Policy change regarding carrying over of annual leave. Page 16
  - Currently an employee is expected to consume all annual leave before acquiring the next allotment upon the payroll of the anniversary month.
  - Previously, in 2001, employees were allowed to carry over annual leave but there were some issues which surfaced and caused the policy to change.
  - I am asking the commission to reconsider and allow employees to carry 40 hours of annual leave from one year to the next or in the alternative, cash it out.
    - If the leave is not consumed in the next 12 months, it will be removed from the payroll system and lost without compensation.
    - If the employee makes an application and it is approved by the department head, the employee can convert the 40 hours into compensation payable on the employee's payroll check.
  - Justification: Occasionally, workload does not allow an employee to take leave prior to their anniversary month. Currently, this employee would lose that earned time off upon their anniversary.
- Request Policy change regarding Sick Leave.
  - Current policy allows hourly employees to accumulate up to 720 hours (18 weeks) of sick leave. Upon resignation and after seven years of employment, the employee may convert 180 hours of that time into compensable wages paid in their last paycheck.
  - I am asking the commissioner to approve a policy whereby the auditor's office, while doing payroll, will erase any hours in the payroll system which exceeds 720 hours.

- I am also asking that the commissioners grant the difference between the 720 hours and the 180 hours compensable at full wages, be paid to the employee at \$1 per hour up to a maximum of \$540, again payable in the last paycheck.
- I am requesting these policy changes become effective January 1, 2021.
- Request to authorize direct deposit through our approved depositors.
  - Currently all payroll checks are computed and written long hand and available on the last working day of the month. There is only one paycheck issued a month.
  - I am asking the commission to approve a policy where the auditor may or may not (depending on the auditor's position) to issue payroll twice a month and by use of direct deposit.
  - If approved, the mid month pay check would be an advance on earned, current wages. No employee would be paid on hours unearned. Exempt employees would be paid on a percentage, probably 50% of earned wages.
- Request Policy Change regarding funeral leave.
  - Currently funeral leave is, "Any funeral leave will be granted at the discretion of the Department Head."
  - This open ended policy allows for vast disparity between departments.
  - I am asking the commission to consider a funeral leave policy which limits the amount of paid time off for full time employees as follows, irrespective of location or distance.
    - Current spouse, birth / adoptive parent, and child, 16 hours.
    - Aunt, uncle or 1st cousin, 8 hours.
    - Second cousin, friend, 4 hours.
    - A leave sheet shall be approved in advance by the department head.
    - Any additional time then stated above, shall be either annual leave or time off without pay.
    - Regular, part-time employees would receive 50% of the hours listed above.
    - A funeral program or published obituary showing the relationship between the decedent and the employee shall accompany the leave request sheet.

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**F: Capital Improvement Plans to review and consider for budgeting (about 11:15)**

- Janitor: Courthouse & Grounds
  - (See separate report)
- Weed & Pest: Building & Grounds:
  - Randy said he wants to replace walk-in doors but not this year.
- Library: Building & Grounds. \$50,000 requested for parking lot renovations.
  - (See separate report)
- Road & Bridge: Buildings & Grounds (excluding roads & bridges):
  - No requests.
- 911: Repeater Site Improvements, Equipment Upgrades
  - Arlen has a proposal on upgrading equipment from reserve funds.
  - [911 Annual Report](#) to the state.

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- G: Budgets Submitted (Click to Open/download) (about 11:30)
- The CPI (maximum increase of levy) for 2021 on 2020 values is: **1.7%**
  - DOE's 2020 Valuation: \$1,815,544,176
  - DOE's 2019 Unfactored Value \$1,786,631,713
    - Increase from Reappraisal \$ 14,713,499
    - Increase from additions \$ 6,249,686
    - 2020 Unfactored Value \$1,807,594,898
    - Resulting unfactored growth percentage **1.17%**
  - DOE's 2019 Factored Value \$1,520,728,473
    - Increase from Reappraisal \$ 17,466,803
    - Increase from additions \$ 5,550,720
    - 2020 Factored Value \$1,543,745,996
    - Resulting factored growth percentage **1.51%**
  - [2021 GENERAL FUND BUDGET Summary](#)
  - [2021 NON-GENERAL FUND BUDGET Summary](#)
  - [2021 June Balance Sheets](#)
  - [2021 June Cash Fund Balance Report](#)
  - [2021 Composite Expenditure Budget Report \(All budgets, all funds\)](#)
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- H: **Commissioner Work / Discussion Period**
- Status of wheel tax ordinance writing / timeline
  - Ordinance 2020-01 - Pertaining to Social Gatherings during the Covid 19 pandemic.
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- I: **Plat Review and Possible Approvals** (about 11:45)
- Clayton Keck: A resolution of the commission on [A plat of Keck Tract 1, Outlot B](#)
  - Kettlehut Outlot (no image available at publication)
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- J: **Midcontinent Communications** (about 12 noon)
- Kimberly Sinkie DeWald - Senior Market Account Executive (Sioux Falls-605.292.6437)
    - Discussion of Hosted-Telephone systems
    - Consolidation of the Internet / bringing fiber optics to the building
      - Centralized distribution versus multiple connections / multiple modems
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- K: **Custodian - Will Page** (about 12:15 - 12:45)
- Project Reports
    - Midwest Pipe Inspection Summary
    - Clock System Update
    - No report on Midwest Construction's Estimate for 3rd Floor
    - Carlisle Roof Inspection Summary
    - Elevator leakage
    - Other
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- L: **Road & Bridge - Jeff Hargens** (approximately 12:45)
- Training Programming (Minnesota Service - In conjunction with Miller city)
  - Harrison Township / 174th Street (Request to establish bypass on private property)
  - Request permission to advertise to fill opening left by Mike Mareska

- Pearl Creek dike
  - Tiling through ditch by Fransis Schaffer / Precision Soil Management (no cost to county)
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- Mc: Library - Mary Breitling et al. (Approximately 1p)
- [Capital Improvement Evaluation & Summary](#) (beginning 2020 & into the future)
  - Ratify the [reappointment of Andrea Fiala as Library Trustee](#)
    - 3 years Trustee term, beginning July 1, 2020
  - Receipt of [Library Board Minutes & Financial Report for June 2020](#)
  - Permission to advertise for part-time help to build a pool of potential candidates.
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- M: Sheriff's Office - Shane Croeni (approximately 1:15p)
- [Newsletter for review](#)
  - Approve new hire and set wage. Brandon Fisher (Certified via Lake Area & DCI)
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- N: Emergency Management - Arlen Gortmaker (Approximately 1:30p)
- COVID-19 Summary
    - Personal Protective Equipment
  - CARES ACT Local Summary
  - Technology Coordinator Option - OTB Computing - Andrew Martinmaas
  - Quarterly Report (SLA 3rd Quarter)
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- Y: Correspondence (Not in binders, available online)
- SD-DOT - [Statewide Transportation Improvement Program \(STIP\) Invite](#)
  - SD-DENR - [Ratio, LLC - Revised Plans & Specs Review - Drain Tile Holding Pond](#)
  - [HC-Library Minutes of April 2020](#)
  - U.S. Dept of the Interior - [Payment in Lieu of Taxes in the amount of \\$226.](#)
  - Claims Associates - [Denial of Claim on Water damage](#)
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X: Closing comments or discussion

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- Y: Executive Session - Reserved if needed.
- [SDCL: 1-25-2](#)
    - Parens 1 Personnel qualifications, competence, performance, etc.
    - Parens 3 Consult with legal counsel, review communications with counsel
    - Parens 4 Contract Negotiations with Employees
    - Parens 6 [SDCL 1-27-1.5\(8\) Public Safety Exceptions](#)
  - Requires a motions, second and vote to enter and depart the session. The intent must be stated in the motion.
  - Conclusion:
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- Z: **Setting of the next meeting upon moving to adjourn:**
- Request a SPECIAL MEETING to review and prepare the PROVISIONAL BUDGET
    - July 21, 2020 @ \_\_\_\_\_ AM or PM
    - Due July 30,
    - Legal publication takes place in August

- Public hearing in September
- Adoption later in September.
- Next regular meeting is August 4, 2020 at 9:30 AM.
- Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn.
- All in favor: \_\_\_\_\_, those opposed: \_\_\_\_\_ Time: \_\_\_\_\_