

AGENDA  
HAND COUNTY BOARD OF COMMISSIONERS  
**REGULAR BUSINESS MEETING –TUESDAY, SEPTEMBER 3, 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
- A: 9:35 Review Consent Calendar Items:
- Approve the [minutes of the August 6<sup>th</sup> commissioners meeting](#).
  - Approve the [minutes from the August 6th zoning hearing](#) (Pipestone Vet).
  - Approve of the claims / warrants for payment of debts (in folders)
  - Receive [Register of Deeds Fees](#) for the previous month in the amount: \$4953.50
  - Receipt of   5   [building permits](#) from the Zoning office.
  - Recognize the following employees who have served more than 25 years:
    - These employees were submitted to the county associations to be recognized:
    - 25 years: Doug DeBoer
    - 25 years: Pearl Klages
    - 31 years: Sheri Koeck
    - 32 years: Jeff Hargens
    - 34 years: Mike Mareska
    - 34 years: Sandra Selting
    - 35 years: Dan Fischer
    - 36 years: Bob LeGrand
    - 37 years: Doug Purrington
    - 38 years: Vonn Starks
    - 40 years: Deb Bushfield
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- B: 9:40 Dakota Arms – Tala Sandness
- Request permission to use the Sheriff’s Handgun Range for hosting training (for hire)
  - Offer of insurance / bond to indemnify the county and its officers from liability.
  - Proof of insurance or bond to be filed \_\_\_\_\_
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- C: 9:45 Custodian
- Potential Budget Shortfall for 2019
  - Receipt of [payment from Deadwood Grant, EFT](#): for skylight repairs \$14,476
  - Maintenance and Repairs to courtroom skylights (those in ceiling)
  - Transfer of funds back into account or wait until year end to determine need?
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- D: 9:50 Auditor:
- Public Hearing on the adoption of the [2020 provisional budget](#) as presented by the auditor.
  - Set September 24, 2019 @ 10 AM as the date & time for “final adoption of the 2020 budget”
  - Approve the [coroner’s appointment of Tiffany Hofer](#) as deputy coroner.
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- E: 10:00 Alaina Wellnitz – Victim / Witness Coordinator
- [Review of correspondence](#)
  - Program summary / duties / functions
  - Program statistics for Hand County (number of clients served, etc)
  - Request for funding, raise in fee requested. \$5,000 previous, requesting \$5,500 for 2020.
  - Paid out of Jail Budget line: 101-211-422.08 in the amount of \$5000 in 2018, \$0 in 2019 and \$0 for 2020. It does not appear in the state’s attorney budget either.
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- F: 10:30 Plat Reviews:
- Greg Rediger – Plat for John Fawcett (Lot 1 of the Fawcett Addition NW ¼ of 110-68-23)
    - 1/8 mile south of SBA and on the east side of road.
  - Greg Rediger – Plat for Cody Stevens (Lot 1 of the Fremark Addition SW ¼ of 112-67-7)
    - Across Highway 14 from Tom & Jean Hammiel’s home, behind Fanning’s grain bins.
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- G: 10:35 30-minute Commission Work Period:
- No referendum was filed to contest the WES ordinance
  - Make note in minutes of this fact. Direct the Zoning office to incorporate the ordinances into their program.
  - Discussion among commissioners & zoning official regarding current matters or applications.
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- H: 11:00 Prairieland Collections – Kari Songer (invited by the auditor)
- Collections of Liens, judgments, and other debts.
  - Timeline for when to turn over liens and debts for collection
  - Process they have, fees they retain, other customers they have.
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- I: 11:15 Highway Department – Jeff Hargens
- Adding part-time / as needed office assistant to help wanted search.
  - Haul Road Agreements
  - Ree Heights satellite shop:
    - Current use of, or lack thereof
    - Seldom used, still have propane, electric and liability insurance expenses.
  - Possible Dispositions
    - Declare surplus and sell at auction, offer for sale to Ree Heights, or RHFD
    - Intergovernmental transfer to the town of Ree Heights
    - Transfer to the Ree Heights Volunteer Fire Department
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- J: 11:30 Glacial Lakes & Prairies Tourism – Jody Williamson 605-886-7305 (By phone or video)
- [Original request for \\$425 from June](#) (which was approved)
  - Use of funds contributed?
  - How to maximize our exposure in their promotions?
  - Local contacts / contributors?
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- K: 11:45 Auditor & Emergency Manager: Vacant 911 Coordinator Position.
- Review Job Description:
  - Decide on whether to advertise for a 911 coordinator to fill the vacancy.
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- L: 12:00 Wage Committee
- [Review handout](#) and Continuation of committee recommendations
  - Comments from department heads or others if present
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- M: 12:15 Joan Canham, Rockham (and other possible neighbors)
- 605-290-9616
  - Christiansen Farms building swine unit in close proximity to them and neighbors.
  - No notification from county regarding construction
  - No input from neighbors regarding project
  - Questions about failure to notify
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- N: 12:30 – Emergency Manager – Arlen Gortmaker
- Review the revision of the SLA (State & Local Agreement) [which is now called LEMPG](#)
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- O: 12:45 – Denisa Swann – [Application for reduction in indigent lien for jail expenses](#)
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- P: 1:00 - City of Miller via James Jones – Report on meeting with Miller’s Finance Committee
- City of Miller’s request assumption of \$30,000 for On Hand Economic Development.
  - Request for annual appropriation to On Hand Economic Development: \$30,000 over 5 years.
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- Q: 1:15 – NECOG dues
- [Letter received Eric Senger](#), NECOG dues for 2020 are up to \$7,907.13.
  - [Email received from F.O. Sheila Coss](#) regarding city limiting contribution to \$1,637.
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- R: 1:25 – Elections – Doug DeBoer – County Elections Supervisor
- Declaration of **Surplus Property** to be destroyed via the rubble site
    - Elections Budget: Compaq Desk Pro 4000 pc (with keyboard and mouse)
      - SN: 6753BPM30895
      - Purchased December 1997 from Connecting Point
    - Elections Budget: Compaq 473a Monitor
      - SN: 548AF 06AE811
    - Elections Budget: Okidata ML-395 dot matrix printer (with cords/cables)
      - SN: 906A6018410U
      - Purchased December 1999 from Connecting Point
  - **Secretary of State’s (SOS)** \$3M federal security grant. ES&S contracted vendor.
    - Purchase of 8 ExpressVote (paid entirely through SOS grant)
    - Purchase of 2 DS200 ballot tabulators (paid entirely through SOS grant)
    - Trade in of 11 Automark (May require formal declaration of surplus for trade)
    - Trade in of 2 M100 tabulator (May require formal declaration of surplus for trade)
  - September 6<sup>th</sup> is the absolute deadline for application / form submission. Motion to ratify the Auditor’s submission of the application / form from August 26, 2019.
  - FYI: State Held County Funds for HAVA is currently \$35,542 (solely for elections)
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- S: 1:40 Hand County Library Board – Mike Donlin
- Vacancy of Librarian – Library Director
  - Library Board recommends to [promote Mary Breitling to Library Director](#)
    - Requests a yearly salary of \$18,722.
    - Ray Caffee was paid \$10,776.72 (\$898.06 per month)
      - Ray averaged: 48.5 hours per month. 59 in June, 44 in May, 36 in April, 55 in March & 55 in Feb. Hourly average: \$18.51 per hour.
    - Mary Breitling is requested to be paid \$18,772 per year on a 19 hour week.
      - That equates to \$19 per hour (with no benefits)
    - Motion to either approve or table:
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- T: 1:55 Hand County Board of Mental Illness
- Third Circuit Presiding Judge has appointed David Wheeler as the chairman of the board.
  - Motion to recognize his appointment and
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- U: 2:00 4-H – Amber Erickson 4-H Field Operations Coordinator (SDSU) 605-688-4167
- Doug DeBoer - Update
  - Working on finalizing a job description
  - Met with Mike Moncur and defined roles and objectives

- Establishing hours
- Review Hiring worksheet

2:15 [Sheriff Shane Croeni](#) – Request to promote Welsey Bowsher

- Request full-time until Bryton Black returns (with full benefits)
- Newsletter items

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

- Receipt of [General Obligation Bond Documents](#) from Faulkton Area School District.
- Receipt of [executed contract](#) with SD-DSS on Community Health Nurse Services.
- 211 Helpline Application Completed and submitted. Received notice of activation.
- SDPAA – [Loss Run Report](#) of claims paid via our liability provider.
- SDML – [Workman’s Compensation Renewal worksheet](#)
- [School and Public Lands Leased Property Report](#)

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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 legal 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 October 1st, 2019 at 9:30 a.m. or 1 p.m.?