

DRAFT AGENDA for the HAND COUNTY BOARD OF COMMISSIONERS

TUESDAY JULY 6, 2021 – 1 pm

Location: County Commission Chambers, Facebook Live and Zoom upon request.

PLEASE NOTE:

(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)

The Commission Reserves the ability to have an executive session without it appearing on the agenda.

All documents are available for download. Paper copies are available upon request.

Item / Approximate time

1:00 Consent Agenda

- Acknowledgments
 - Receipt of building permits (summary at the end of the agenda)
 - Receipt of the [Register of Deeds statement of fees for May 2021](#)
 - Receipt of the [Library Board minutes and financial report for May 2021](#)
 - Approvals
 - [Minutes of the June 1, 2021 regular meeting](#)
 - Payment of Claims (Vouchers)
 - [Resolution 2021-21](#) - Formally sets the fee structure for the rubble site
 - [Resolution 2021-22](#) - Assigns the former “orphaned budgets” to the auditor for administration
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ASSESSOR / DIRECTOR OF EQUALIZATION & Planning Director (zoning official) - Jaime Russell

- Motion to Appoint: [Appointment as Director of Equalization](#) & [Administration of Oath as Director of Equalization](#)
 - Motion to Appoint: Appointment & Administration of Oath as Zoning Officer
 - Setting of salary according to [SDCL 10-3-6](#). Terry Augspurger was paid: \$42,256.23 (17 years)
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ON HAND DEVELOPMENT CORPORATION - Kecia Beranek

- Request for funding for 2022
 - [Presentation](#) (PowerPoint) OHDC “Impact on Hand County”
 - [“Funding for Hand County”](#)
 - [Historical Summary](#)
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UNITED STATES DEPARTMENT OF AGRICULTURE - Shelley Moncur (605-853-4016)

- Drought related disaster issues / potential for disaster declaration
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OAHE DISTRICT MEETING

- [Thursday July 15, 2021 @ 12:30 pm, Bakery Cafe, 206 S. Main Street, Onida](#)
 - Speaker: Rich Williams. Topic: Medical Marijuana
 - RSVP due July 9: Who is going?
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SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION

- [Regional Statewide Transportation Improvement Program meetings](#)
 - Pierre on July 8, 2021
 - Aberdeen on July 13, 2021
 - Who is going?
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PLAT (REVIEW or ACTION)

- Katrina (Mehling) Blachford

- [“Plat of Katrina Plot. In the N1/2 of the NE1/4 of Section 27, T111N, R66W”](#) (Hulbert Twp)
- John & Michelle Carr
 - [“Lots 1, 4&5 A Replat of Lot 1 Labor’s Addition In the NW ¼ of Section 10, T112N, R68W”](#) (Miller Twp).

AMERICAN RESCUE PLAN (ARP)

- Latest [“Overview for America’s Counties”](#) from the National Association of Counties
- \$619,800 Allocation for the County
- Current Projects Submitted: None
- Created a new internal control fund #290
- Current Expected Revenue: \$1.....
- Plan for Accounting: Many counties report they are opening a special account in the bank to hold the funds, provide for transparency and manage any interest that is gained and retained to the account.
 - Sheri Koeck: County’s Investment Officer:
- Projects:
 - Storage building:
 - Sheriff: Separate Area for Vehicle impound / storage / secure searching
 - Emergency Manager: Portable Generator from fire hall and other trailers
 - Weed & Pest: Chemical Storage
 - Presentation on building a building verses buying one that is for sale
 - Hand County Ambulance:
 - [Request for consideration of funding](#) the replacement of the 2013, 2007 and 2001 ambulances.
 - [Followup / Detailed information](#) regarding ambulances (\$192,000)
 - [Equipment Specific Materials found on Google Drive](#)

BUDGET WORK PERIOD

- Resolution 2021-2? - Assigns orphan budgets to the Auditor
- Review of the Revenue Projections
 - General Fund
 - Road & Bridge Fund
 - All other special funds
- Individual Raise Requests
 - Custodian - Will Page
 - Emergency Manager - Arlen Gortmaker
 - Sheriff - Shane Croeni (Office Manager / Evening Clerk)
 - [Wage Request for Civilian StaffWage Comparison with various 911 centers](#)
- BUDGET / WAGE DISCUSSION - Budget Impact of the \$2 / \$1.25 proposal

BUDGET	ORIGINAL	PROPOSED	DIFFERENCE
Commissioners	57925	58948	\$1,023
Auditor	100,4718	104,300	\$3,829
Treasurer	105,618	106,649	\$1,032
Attorney	90,747	94,939	\$4,192
Janitor	60,747	64,368	\$3,621
D.O.E.	91,795	99480	\$7,685
R.O.D.	98,995	100,996	\$2,001

V.S.O.	Did Not Turn in Any Budget Requests		
Sheriff	328,341	331451	\$7,954
Rubble	56,345	61,754	\$5,409
Library	50,789	55,366	\$4,577
4-H	42,418	46,908	\$4,490
Weed	100,339	112,147	\$11,808
Roads	788285	831072	\$42,787
E-911	2,615	2,615	\$0.00
E.D.S.	79,134	50,825	-\$1,909
Estimated Cost of Current Wage Increase			\$98,500

OLD BUSINESS - CARRIED OVER FROM PRIOR MEETINGS

- Library Driveway Project
 - [Review of proposals for library parking lot / sidewalk replacement](#)
 - Donlin Building, Inc. \$46,380
 - Resel Construction, LLC. \$33,637.50
 - Jones Construction \$34,145
 - Ratify the hiring of Jones Construction to complete the project at a cost of \$34,145
 - \$34,8341.90 (after excise tax applied)
 - **Approve additional projects as outlined on the invoice totalling: \$2,714.29**
- Cellular Phones - Gib Rodgers
- Medical Cannabis ([SD-DOH Draft Rules as of 06.23.21](#))

COMMISSIONER WORK PERIOD - Revenue Fund Review

- [2022 - General Fund Revenue \(budget\) projections](#)
- 2022 - Road & Bridge Fund Revenue projection
- [2022 - 911 Services Fund projections](#)
- 2022 - Emergency Management Fund projections
- [2022 - Domestic Violence Fund projections](#)
- 2022 - Library Fines Fund projections (zero)
- 2022 - 24/7 Sobriety Program Fund projection
- [2022 - Modernization and Preservation Program Fund projection](#) (Register of Deeds)
- [2022 - Tax Incremental Finance Program Fund projection](#) (ADM-Harold Terminal)
- 2022 - American Recovery Act Fund (currently zero, possibly \$619,800)
- 2022 - Rural Access (Township) Fund (currently zero, reserved for future)
- [2022 - Bond Redemption Fund projection](#) (hospital bonds)
- 2022 - Pass Thru Grant Fund projection (zero)
- [2022 - Local Emergency Planning Committee](#) - LEPC Program Fund (\$600)

Expenditure Budgets carried over from last month: No changes until wage issue resolved.

- [101-111 - Commissioners](#)
- [101-112 - Contingency](#)
- [101-130 - Judicial Services](#)
- [101-153 - Court Appointed Attorney](#)
- [101-154 - Abused & Neglected Children](#)
- [101-166 - Predatory Animal Control \(Centrally Assessed by Statute\)](#)

- [101-412 - Social Services \(currently not used\)](#)
- [101-421 - County Nurse \(contracted service / negotiated\)](#)
- [101-440 - Mental Health](#)
- [101-800 - General Fund Debt Services](#)
- [101-911 - General Fund Operating Transfers Out](#) (Historically to the R&B Fund to lower GF Cash)
- [229-434 - Domestic Abuse](#)
- [290-911 - Operating Transfers Out](#) (Tiff Administration Fees) Contracted Amount

Departmental:

- **AUDITOR - [101-120 - Elections \(Up \\$31,000\)](#) & [101-141 - Auditor \(Up \\$3,000\)](#) & [101-411 - Welfare \(Down \\$100\)](#)**
- **TREASURER - [101-142 - Treasurer \(Up \\$11,000\)](#)**
- **STATES ATTORNEY - [101-151 - States Attorney](#)**
- **CUSTODIAN - [101-511 - Custodian](#)**
- **DIRECTOR of EQUALIZATION - [101-162 - Equalization \(Up \\$18,000\)](#) & [101-711 - Zoning \(Down \\$220\)](#)**
- **REGISTER OF DEEDS - [101-163 - Register of Deeds \(Up \\$10,000\)](#) & [250-163 - Modernization and Preservation \(Up \\$2,000\)](#) Self Funded**
- **VETERAN SERVICES - [101-165 - Veteran Services Office \(joint with Hyde County\)](#)**
- **SHERIFF - [101-211 - Sheriff \(Down \\$11,000\)](#) & [101-212 - Prisoner Care \(Up \\$2,000\)](#) (Still below 2018 and prior)**
- **CORONER - [101-213 - Coroner](#)**
- **SOLID WASTE - [101-322 - Rubble Site](#)**
- **LIBRARY SERVICES - [101-511 - Library \(Down \\$50,000\)](#) (Returns to about normal)**
- **4-H OFFICE - [101-611 - 4-H](#)**
- **WEED BOARD - [101-615 - Weed and Pest \(Up \\$25,000\)](#)**
- **ROADS & BRIDES - [201-311 - Operations](#) & [201-800 - Debt Service](#)**
- **EMERGENCY MANAGEMENT - [207-215 - E-911 Services \(Down \\$75,000\)](#) (Returns to about normal) & [226-222 - Emergency Disaster Services \(Up \\$8,000\)](#) & [748-227 - Local Emergency Planning Committee \(Steady at \\$600\)](#)**

AUDITOR - Doug DeBoer

- South Dakota Municipal League - South Dakota Public Assurance Alliance (Matt Petersen)
 - Workers Compensation and Property coverage loss prevention
 - [Loss Control Survey](#) conducted on June 24, 2021
 - Notice was given to all offices / departments twice prior to the survey.
 - The employee handbook, excess property in offices and storage
 - Use of safety equipment (or lack thereof)
 - Use of electronic devices in motor vehicles
 - Smoking in public buildings
 - Bidding practices and bonds are poor
 - A report is expected
- Vehicle Insurance - Premium savings by increasing deductibles

COVERAGE	Current	Quote	Savings
GL - Deductible from \$0 to \$1,000	\$31,135.29	\$29,889.88	\$1,245.41
Property - B&C Deductible from \$500 to \$1,000	\$11,674.43	\$10,613.08	\$1,061.35
Property - Inland Marine Deductible from \$500 to \$1,000	\$7,103.03	\$6,533.71	\$569.32
APD - Deductible from \$100/\$250 to \$250/\$500	\$10,855.00	\$10,098.00	\$757.00
Totals:	\$60,767.75	\$57,134.67	\$3,633.08

- Elections:
 - Attended virtual training on use of the state's database and then on registry maintenance
 - State Funded Equipment Orders (no county funds)
 - Vendor: Insight Public Sector Sled, Tempe Arizona ([Order Confirmation](#))
 - South Dakota Secretary of State - Hand County ([Order Confirmation](#))

- Care of the Poor, Court Appointed Attorney, Lien Recoveries
 - I would like to add Advanced Asset Alliance “AAA” to the list of collection agencies
 - 25% retention of collected fees for both legal and non-legal efforts.
 - 100% of interest collected (we currently do not charge interest)
 - [Documents to formalize agreement](#)
 - Already have Prairieland Collections in Huron as well.
- Beverage Licensing
 - [Senate Bill 152 Authorizes Off-Sale Liquor licenses for counties.](#)
 - Requires a resolution in August if it's to be done.
- Community Health Services
 - [Contract for Services between the SD Department of Health and Hand County.](#)
 - South Dakota Department of Health - via Gregg Scott (605) 773-2569
 - \$10,989 for remaining six months, \$20,065.60 for a full contract year
 - Providing 40% coverage for both provider and clerical help.
 - [Lease with Hand County Memorial Hospital](#)
 - 1,100 square feet @ 318 West 5th Street
 - Includes insurance coverage, utilities (excluding communications), lawn care and snow removal
 - \$750 per month (\$9,000 annually + \$20,065.60 = \$29,065.60)
 - This amount, plus some supplies ect will still be within our budget scope.

SHERIFF - Shane Croeni

- [July Report and Summary](#)
 - Action Items:
 - Deputy Josh Zweber: Reaches 6th Month on August 2.
 - Request to approve change of status to non-probationary
 - Request to approve wage increase from \$20.19 to 20.94
 - Residency Policy: Adopted in 94 and amended in 99
 - Request to waive the policy

Highway Department - Jeff Hargens

- Ratify the [Purchase of the following vehicles \(with sanders, plows, attachments\) from SD-DOT](#)
 - 2001 Sterling for \$20,500
 - 2004 Sterling for \$31,100
- Ratify the Purchase of Asphalt conveyer. Ratify purchase (I don't have the details)
- [Northern Materials, LLC](#) quote for crushing concrete at Rubble Site
 - Awarding of bids:
- PLATO TOWNSHIP flooded roadway (status update)

CUSTODIAN - Will Page

- [Email Report](#)
- John Deere lawn tractor: Deck broke, repair or replace?
- Air Conditioner replacements
- Plaster Work & Paint: Update and Q&A
- Leaking sewer line draining into the assembly room. Insurance claim filed & adjuster assigned.
- Proposal on repairing the tubes in the boiler.

HEALTH CARE INSURANCE ANECDOTAL SURVEY RESULTS:

Topic (39 ballots received)	Yes	No	NP	NA
Support for switching to direct deposit:	28	2	9	
Support switching to twice monthly payroll:	21	4	13	
Retain AVERA for health care coverage (knowing 0% increase)	16	5	8	13
Switch to Wellmark, even if it costs the county more	8	11	7	8
Switch to Wellmark, even if the employee has to pay more	4	19	3	8

DICE FINANCIAL - Mike LeBrun (800-658-3603)

- Revisit
 - Wellmark (comparable coverage options)
 - [Avera - premium discussion](#)

FISCHER ROUNDS & ASSOCIATES - Tember Beckett (605-204-0393)

- [Revisit Proposal for Health Care coverages.](#)
- [Composite Rates for Hand County](#)

EXECUTIVE SESSION - Reserved / If Needed

- Personnel: Suitability for Continued Employment / Evaluation of Performance
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INFORMATION / CORRESPONDENCE (No action needed)

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- The next “regular” commission meeting is set for Tuesday August 3, 2021 at 1 pm.

Building Permit Data provided by Pearl Klages					
Link to the detailed Zoning / Building Permit Report					
Owner	TWP	Project	Est. of Cost	Contractor	Permit Month
Lane/Kodee Fulton	Miller	New Home	\$450,000	Mushitz / Fanning	June
SD Soybean Processors	Saint Lawrence	Boiler Room	\$97,000	Not Specified	June
SD Soybean Processors	Saint Lawrence	Meal Silo	\$908,000	Not Specified	June
Curt Schaefers	Spring	Grain Bin	\$165,000	Donlin Building	June