

DRAFT AGENDA for the HAND COUNTY BOARD OF COMMISSIONERS

TUESDAY SEPTEMBER 7, 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.

CONSENT AGENDA

- Acknowledgments
 - Receipt of building permits (show at the end of the agenda) None this month
 - Receipt of the [Register of Deeds statement of fees for July 2021](#)
 - Receipt of the [Library Board Minutes and Financial Statement for July 2021](#).
 - Approvals
 - Payment of Claims (Vouchers)
 - [Minutes of the August 3, 2021 regular meeting minutes](#)
 - [Minutes of the August 17, 2021 Special Meeting minutes](#)
-

UNIFIED JUDICIAL SYSTEM ~ 1:15

- Judge Kent Shelton or Circuit Court Administrator Jenny Hammrich
 - [Speaker System in Courtroom](#) (Proposal from AVI Systems of Sioux Falls - \$22,802.91)
 - Telephone / Voice interconnection system
 - Use of Law Library Fund (August balance = \$9,789.71) (A fiduciary fund)
 - [Purchase history](#): Books
 - Use of "[Judicial](#)" activity budget (A general fund budget)
 - \$11,081.79 remaining as of July 31.
 - \$408.90 assigned to supplies.
 - \$11,000 assigned to CLERP, \$3636 spent, \$7,364 reserved.
 - Unassigned budget balance: \$3,717.79
 - \$22,802.91 - \$9,789.71 - 3,717.79 = \$9,295.41 to be found elsewhere.
-

PLATS SUBMITTED FOR REVIEW

- "[WELCH LOT 3](#)" - Tony Welch
 - "A REPLAT OF WELCH LOT 1 AND A PART OF THE VACATED BLOCK 28 OF PORTER & DRIVER'S ADDITION, A PART OF THE SOUTHWEST ¼ OF SECTION 7, TWP. 112 NORTH, RGE. 67 WEST OF THE 5TH P.M., TO THE TOWN OF ST. LAWRENCE, HAND COUNTY, SOUTH DAKOTA"
- "[Tract 1 of ROWEN ADDITION](#)" - Eric Parmely
 - "AN ADDITION IN THE SOUTH HALF OF SECTION 6, TOWNSHIP 114 NORTH, RANGE 66 WEST OF THE 5TH PRINCIPAL MERIDIAN, HAND COUNTY, SOUTH DAKOTA"
- "[Hand County Rubble Site Addition](#)" - Tigh Johnson / Doug DeBoer
 - "In the SW ¼ of Section 2, Township 112 North, Range 68 West of the 5th P.M., Hand County, South Dakota"
 - Completion of the Owner's Certificate
 - Complete the "Approval of the County"
- "[Heber House Addition](#)" - John J. Heber
 - "Located in the Northeast Quarter of the Northwest Quarter, (Government Lot 3), of Section 1, Township 116 North, Range 66 West of the 5th P.M., Hand County, South Dakota.

PROVISIONAL BUDGET HEARING ~ 2:00

- "...for the purpose of considering the forgoing Provisional Budget for the year 2022 and the various items, schedules, amounts, and appropriations set forth therein and as many days thereafter as is deemed necessary until the final adoption of the budget on the 21st day of September, 2022. At such time any interested person may appear either in person or by a representative and will be given the opportunity for a full and complete discussion of all purposes, objectives, items, schedules, appropriations, estimates, amounts and matters set forth and contained in the Provisional Budget. "
- Setting
- Request permission to adjust the entry wage for hourly employees beginning employment in 2022 at the following rates to reflect an adjustment of one-half of the CPI raise. (1.2% becomes 0.6%)

Position	2021 Rate	CPI @ 1.2%	CPI @ .06%	2022 Rate
General Labor (PT)	\$14.00	1.2% or \$0.168	\$0.084	\$14.08
Courthouse Deputies	\$17.01	1.2% or \$0.204	\$0.102	\$17.11
Deputy Sheriffs* (FT & PT)	\$18.00	1.2% or \$0.216	\$0.108	\$18.11
Highway (non-CDL) FT & PT	\$16.08	1.2% or \$0.193	\$0.096	\$16.18
Highway (with CDL) FT & PT	\$18.08	1.2% or \$0.217	\$0.108	\$18.19

* All cells in the deputy sheriff wage scale will go up by \$0.11

HIGHWAY DEPARTMENT - Jeff Hargens

- Discussion "small structure" funding
 - Main topic of the September 2nd Oahe District meeting in Highmore
 - Ulteig has the inventory complete, compared to current inventory
 - Process to develop and review plans, make funding decisions
 - Resolutions of each township to partner with county
 - Townships must have "opt out" in place or a Infrastructure levy of at least \$0.50/1000
 - [Opt-Out Summary Report](#)
 - Road and Bridge Levy in Place Report
- County's Five Year Plan (annual review and adjustment)
 - Prepared by Ulteig and Jeff Hargens, [approved 09-01-2021](#)
 - Public meeting schedule
- Risk & Safety Conference
 - \$65 registration fee (member discount)
 - November 3 & 4, 2021 (one overnight)
 - Ramkota River Center, Pierre
 - [Registration Form](#) (topic list)
- Surface Striping
 - SD-DOT not able to provide the service
 - [Traffic Solutions Inc.](#) of Harrisburg and Mobridge offered to do the project
 - [Project Spec & Proposal](#) (Jeff negotiated a lower price on mobilization)

RUBBLE SITE - Tigh Johnson

- Setting of and transition to Winter Hours

CUSTODIAN - Will Page

- Consent and support to apply for a Deadwood Grant
- Discussion / update on locating contractors for the courthouse restoration work
- Discuss carpet replacement in the assembly room and sheriff offices
- Discuss wind blinds which were installed in 1992
- [Email report](#) - Not Appearing unless called.

AUDITOR - Doug DeBoer

- Safety Benefits, Inc. - [Cover Letter](#) Recommendations resulting from the June loss control survey.
 - [Administration Recommendations](#) Instructions and [Custom Recommendations](#)
 - A level priorities:
 - Annual Review of Sexual Harassment Policy
 - Background checks on all prospective hires
 - Fingerprint and other sources
 - Prohibition of device use while driving in compliance with SDCL [32-26-47.1](#) & [.2](#)
 - "Hands Free" use permitted
 - Recommendations:
 - Store boiler chemicals in a different manner
 - Remove chemicals from Weed & Pest office
 - B level priorities:
 - Creation of Job Descriptions for all employee positions
 - Recommendations:
 - Move ladder in Weed & Pest shop (already done)
 - Declutter offices and storage areas in courthouse
 - C level priority:
 - Update all personnel policies and update annually
- [Delta-Dental Renewal Letter](#)
 - Increase of \$0.78 per month (S), \$1.48 (2P) and \$2.34 (F) [2.2% rate increase]
 - Approve the rate increase.
- Domestic Violence Fund
 - 229-434-429.00: Expenditure budget is \$1,500
 - 229-0-101.00: Cash Fund Balance: \$1,888.97
 - \$210 from R.O.D. and \$150 from UJS to date.
 - Normally done when the cash fund balance passes the amount budgeted for expenditure.
 - Questions about the relationship with the Family Crisis Center
- South Dakota Municipal League - Workers Compensation Fund - [Annual Renewal Report](#)
- [Formalize Health Insurance Policy](#) - Part-time employee ratios CYA
- SD-State Treasurer's Office - [Annual Report on Court Appointed and Defense of Abused Attorney](#)
- [Sale of Property Taken on Tax Deed](#)
 - Sealed Bids
 - Due Date?
 - Opening Date and Location?
 - Earnest Money?

[ORDINANCE 2021-01](#) An Ordinance to Repeal ORDINANCE 2020-01 The Covid 19 Ordinance

ORDINANCE 2021-02 An Ordinance to Require documented background checks for pre-employment screening.

ORDINANCE 2021-03 A TEMPORARY ORDINANCE REGARDING THE ISSUANCE OF LOCAL MEDICAL CANNABIS ESTABLISHMENT PERMITS AND/OR LICENSES.

- [Temporary Ordinance Process](#) (Instructions / timeline)
- [Notices to Publish](#) (two to choose from)
- [Notice of Adoption](#)
- [Sample Outline for Agenda](#) (planning commission)
- [Sample Outline for Agenda](#) (without planning commission)

REGISTER OF DEEDS - Suzy Wernsmann

- Approval to purchase a new desktop computer
- Approval to amend Shaney Davis' hourly wage from \$16.96 to \$17.01 to match other 2nd floor deputies.

EMERGENCY MANAGEMENT - Arlen Gortmaker

- [Local Emergency Management Performance Grant](#) - Renewal
 - Review and Execute

CAPITAL ACCUMULATION FUND

- Elevator Replacement Project
 - Created in September 2018, Expiring in 2022
 - \$50,000 per year reserved for five years
 - Current balance of GL: 101-0-276.99 is \$200,000 (last inject was February)
 - February 2022 will see the final injection of \$50,000 to be spent before 2025
 - Already in the 2022 budget plan but this project needs advancement
 - Ideally, Bid specifications to let and awarded in 2022
 - Budgeting and Construction in 2023
 - Project closure by 2024
- Motor Vehicle Project (non-road & bridge)
 - General Fund & Emergency Management Fund
 - Assessor, Sheriff, Weed & Pest & Emergency Manager
 - Annual Inject and rotational buying plan
 - [Response from Rod Fortin - SD-DLA](#) on use of an "Assigned" fund.

UNFINISHED / OLD BUSINESS

- South Dakota Association of County Commissioners
 - [2019 Survey on Insurance](#) (1st column is County Commissioners eligible)
 - [2019 Survey Details on Insurance \(age based\)](#)
 - [2019 Survey Detailing Commissioner wages](#)

EXECUTIVE SESSION - Reserved / If Needed

-

INFORMATION / CORRESPONDENCE (No action needed)

- - The next "regular" commission meeting is set for Tuesday October 5, 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