

HAND COUNTY BOARD OF COMMISSIONERS

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<http://hand.sdcounties.org/commissioner>
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The Hand County Board of County Commissioners met in regular session in the commission chambers of the Courthouse on January 4, 2022. Chairman Gilbert “Gib” Rodgers called the meeting to order at 1 P.M. with the following commissioners also present: Greg Palmer, Jim Jones, Jim Eschenbaum, and Luke Wernsmann. The meeting was broadcast live via YouTube and linked to the county’s Facebook page.

The first agenda item was the election of a **chairman** for 2022. Eschenbaum nominated and moved to cease nominations and cast a unanimous ballot for Palmer, Jones seconded, the motion carried. Commissioner Palmer became Chairman Palmer.

Chairman Palmer asked for nominations for **vice chairman**. Jones nominated and moved to cease nominations and cast a unanimous ballot for Wernsmann, Eschenbaum seconded, the motion carried.

The following items were reviewed as part of the **consent agenda**: Acknowledge receipt of the Register of Deeds financial statement for November 2021 and the payroll report for December 2021. The following items were requested for approval: Payment of the claims / vouchers, the minutes of the December 28, 2021 minutes and the prisoner care contract with Beadle County. The consent agenda was approved upon motion of Rodgers & Eschenbaum, and passed.

Auditor Doug DeBoer submitted Resolution 2022-01 for consideration. The text of the resolution reads: **RESOLUTION 2022-01 TO ESTABLISH AND ADOPT COMMISSION DISTRICT BOUNDARIES** WHEREAS, SDCL 7-8-10 as it may be amended, states: “The board of county commissioners, at its regular meeting in February of each year ending in the numeral 2, after giving notice by publication for one week in the official newspaper of the county, shall change the boundaries of the commissioner districts if such change is necessary in order that each district shall be as regular and compact in form as practicable and it shall so divide and redistrict its county that each district may contain as near as possible an equal number of residents, as determined by the last preceding federal decennial census; or the board may, at its discretion, choose to have all of its commissioners run at large., and NOW THEREFORE BE IT RESOLVED that effective this 1st day of February 2022 the following commissioner districts shall be established and adopted as follows: Commissioner District 1: All of Plato, Wheaton, Burdette, Gilbert, Grand, Hulbert, Rose Hill, Bates, Spring Lake, Hiland, Pearl, Saint Lawrence, and York Townships. It also includes the portion of Wessington called the Hulbert Annex and the municipality of Saint Lawrence. Commissioner District 2: Within the Municipality of Miller, the area east of Broadway Avenue from East 9th Street at the north, and southerly to SE 4th Street at the south and then east. Its east boundary is East 7th Avenue. Commissioner District 3: Within the Municipality of Miller, the area west of Broadway Avenue and the area north of East 9th Street to East 1st Avenue. From East 1st Avenue it extends east down the alley to East 3rd Avenue. Commissioner District 4: All of Spring Hill, Cedar, Como, Mondamin, Glendale, Rockdale, Logan, Ohio and Pleasant Valley Townships. It also includes that portion of Miller Township which is outside the corporate city limits of the municipality of Miller. Within the Municipality of Miller, it includes the area east of East 7th Avenue between East 1st Street and north to East 7th Street. Commissioner District 5: All of Harrison, Spring, Park, Linn, Carlton, Howell, Fairview, Ontario, Campbell, Alden, Florence, Holden, Alpha, Greenleaf, Riverside, Ree Heights and Midland Townships. It also includes all of the municipality of Ree Heights. There were 5 votes for and 0 votes against the enactment of this resolution. Dated this 4th Day of January, 2022. /s/: Greg Palmer, Chairman, /s/: Doug DeBoer, Auditor.

DeBoer then presented Resolution 2022-02, a resolution done annually to establish the practices for the coming year. The text of the resolution is as follows: **RESOLUTION 2021-02 ANNUAL ORGANIZATION** WHEREAS, in January of each year the commission sets out rules, policies, practices and makes appointments for the coming year, therefore; BE IT RESOLVED that: The regular meetings of the commission shall be the first Tuesday of each month. The commission shall serve as the “County Planning Commission” (SDCL 11-2-2). The “County Planning Commission” is also the “County Zoning Commission” (SDCL 11-2-2). The “County

Planning Commission” may meet during any County Commission Meeting (SDCL 11-2-3.1). The official holidays are as outlined in SDCL 1-5-1 plus the day following Thanksgiving. The official depositories of the county are The American Bank and Trust and Quoin Financial Bank. The official newspaper shall be The Miller Press (SDCL 7-18-3). The official place for posting public notices shall be the commission room windows. The official place for public auctions of the county shall be the 1st floor of the courthouse. The treasurer may collect partial payments on taxes (SDCL 10-21-7). The coroner’s fees are \$100 per decedent, plus mileage and required supplies (SDCL 7-14-1). The indigent funeral costs are limited to \$2,500. (Services for the decedent). The indigent burial fees limit is \$1,500. (opening & closing, casket & vault, storage, mileage). The speed limit on county highways is 55 mph (SDCL 32-25-9.1). The speed limit for vehicles with a GVWR of 10,001 pounds or more is 40 mph (SDCL 32-25-6). The Sheriff’s Office and Highway Patrol are requested to enforce speed and weight limitations. The “spring load limit” is six (6) tons per axil. Licensed aerial spray applicators may apply for a permit to land on hard surfaced roads. The fee for aerial applicators to \$50 per calendar year. The previous snow removal and sanding policy for unorganized township roadways continues. The previous snow removal and sanding policy for county roadways continue. BE IT FURTHER RESOLVED that commissioner liaison positions are: Greg Palmer: Auditor, Treasurer, Register of Deeds, and Director of Equalization. Gib Rodgers: Coroner, Sheriff, States Attorney, Emergency Management and Domestic Violence. Jim Jones: Economic Development, Rail Authority, 4-H and Veteran Services. Luke Wernsmann: Custodian, Community Health and Library. Jim Eschenbaum: Weed and Pest, Rubble Site, Towns & Townships and NECOG. All Commissioners: Road & Bridges and Unorganized Townships. There were 5 votes for and 0 votes against the enactment of this resolution. Dated this 4th Day of January, 2022. /s/: Greg Palmer, Chairman, /s/: Doug DeBoer, Auditor.

DeBoer then presented the **schedule of wages for county employee, elected officials and board members**, they are as follows: Listed by function, name, years in service, annual equivalent or hourly rate. **Sheriff:** Shane Croeni (4) \$57,628.33/y, Chelsea Price (7) \$18.46/h, Colleen Peterman (9) \$16.31/h, Tala Sandness (5) \$21.70/h-prn, Jim Keeter (20) \$21.70/h-prn, Jon Dunlap (5) \$21.70/h-prn, Brandon Fisher (2) \$23.20/h, Lisa Hohn (1) \$19.47/h-prn, Joshua Zweber (2) \$22.44/h, Sandra Selting (2) \$15.66/h-prn. **Highway:** Jeff Hargens (35) \$58,620.50/y, Chris Schaefer (26) \$18.46/h, Dan Fischer (38) \$21.49/h, Vonn Starks (41) \$19.55/h, Lance DeHaai (17) \$19.55/h, Jeff Phinney (8) \$19.55/h, Gary Neyens (5) \$19.55/h, Tony Moss (3) \$19.55/h, Dwight Aymar (2) \$19.55/h, Hayden Peterman (3) \$17.49/h, Rick Oligmueller (2) \$19.55/h, Rod Gortmaker (2) \$19.55/h, Casey Gates (2) \$19.55/h, Dean Weaver (1) \$19.55/h, Devyn Gortmaker (1) 17.49/h. **Attorney:** Elton Anson \$58,600 (10)/y, Rebekah Koeck (9) \$25.49/h. **Auditor:** Doug DeBoer (28) \$49,891.75/y, Carolyn Forman (19) \$18.46/h. **Treasurer:** Sheri Koeck (34) \$49,891.75/y, Kim Fanning (21) \$18.46/h. **Register:** Suzy Wernsmann (6) \$49,891.75/y, Shaney Davis (4) \$18.46/h. **Assessor:** Jaime Russell (1) \$46,923.27/y, Pearl Klages (28) \$18.46/h. **Library:** Mary Breitling (4) \$21,863.91/y, Ray Caffee (22) \$17.06/h, Connie Schroeder (7) \$15.66/h, Hannah Caffee (2) \$15.66/h, Deb Munger (2) \$15.66/h. **Weed:** Randy Peck (11) \$42,268.72/y, Alan Adkins (3) \$16.94/h-prn. **Custodian:** Will Page (4) \$38,593.22/y, Terrie Miller (10) \$15.42/h. **4-H:** Ann Price (2) 39,974.60/y. **Veterans:** Dave Johnson (15) \$9,108/y. **Emergency Management:** Arlen Gortmaker (4) \$41,621.08/y, Charlie Fawcett (2) \$17.72/h-prn, Doug DeBoer (30) \$0.00/h-prn, Nehemia Volquardsen (10) \$17.72/h-prn. 911 Services: Arlen Gortmaker (4) \$205.84/m. **Rubble Site:** Tigh Johnson (1) \$18.19/h, Ed Pfeifer (3) \$15.42/h-prn. **Coroner:** Tiffany Hofer (2) \$101.30/prn. **Boards:** **Board of Commissioners** (per year): Luke Wernsmann (11) \$8,608.40/y, Jim Jones (9) \$8,608.40/y, Gilbert Rodgers (7) \$8,608.40/y, Greg Palmer (3), \$8,608.40/y, Jim Eschenbaum (2) \$8,608.40/y. **Library Board** (per meeting): Mike Anglin (9) \$12.00, Mike Donlin (13) \$12.00, Andrea Fiala (20) \$12.00, Gloria Keck (20) \$12.00, Marianne Peterka (9) \$12.00. **Weed Board** (per meeting): Jerome Schaefer (1) \$50.00, Kyle Oakley (1) \$50.00, Brett Stevens (4) \$50.00, Brady Lammers (4) \$50.00, Matt Rogers (13) \$50.00, Chris Johnsen (10) \$50.00. It was moved by Jones & Eschenbaum, passed to approve the schedule of wages.

DeBoer then requested the commission adopt Resolution 2022-03, a resolution to make note of and approve the destruction of records as follows: **RESOLUTION 2022-03 A RESOLUTION APPROVING**

DESTRUCTION OF RECORDS. WHEREAS, the State of South Dakota, Bureau of Administration, Records Management Program published the “County Auditor Records Retention and Destruction Schedule” in 2015 which details the records retention for various items held by the county auditors of this state, and WHEREAS, the Hand County Commission previously adopted the various manuals published by the Records Management Program, and WHEREAS, SDCL 1-27-19 requires that a permanent list of all records destroyed is to be kept, and WHEREAS, this Resolution of the Commission shall be that record, and WHEREAS, Record Series AUD-118 provides that, as it relates to “VOUCHERS”: “RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.”, and NOW THEREFORE BE IT RESOLVED that upon request of the county auditor, the Vouchers of 2017 and older may be destroyed according to law and administrative rule. There were 5 votes for and 0 votes against the enactment of this resolution. Dated this 4th day of January, 2022. /s/: Greg Palmer, Chairman, /s/: Doug DeBoer, Auditor.

DeBoer reported that the **budget transfers** approved in Resolution 2021-27 ended up being \$28,464.84. \$156.74 less than the projected amount of \$28,621.58. Additionally, DeBoer reported that the fund transfer amount of \$900,000 was split as follows: \$856,772.04 to the Road & Bridge Fund and \$43,227.96 to the Emergency Management Fund. Originally, the Emergency Management Fund transfer was not listed but was authorized in the budget, as was the Road & Bridge transfer. DeBoer felt it prudent to note the Emergency Management Fund transfer into the record and requested the commission approve it by motion. It was moved by Wernsmann & Jones, passed to acknowledge the transfer report and the oversight of not including the Emergency Management Transfer in the resolution.

DeBoer brought forward the annual contract for **community health**. The contract is with the state Department of Health and calls for services in county for a cost of \$6,696 annually but paid quarterly. It was moved by Rodgers & Eschenbaum, passed, to enter into the contract.

Lastly, DeBoer brought the renewal of the **South Dakota Public Assurance Alliance** to the commission. The state’s attorney had reviewed the renewal documents and suggested the commission examine the renewal terms as they pertain to the rule making and the consequences now in place should the county (or other member) leave the alliance and want to return. In short, the departure of a member does not allow them to immediately re-enter and if they do re-enter the alliance, they can only do so one time. Having discussed the rules changes and understanding the terms, it was moved by Rodgers & Eschenbaum, passed to execute the contract.

There was one plat to be reviewed. It was brought by Anthony Ehrich. The resolution thereon read: “Be it resolved by the County Commission of Hand County, South Dakota, that the plat showing “**EHRICH ADDITION IN THE SW1/4 OF SECTION 20, TOWNSHIP 116 NORTH, RANGE 66 WEST OF THE 5TH P.M., HAND COUNTY, SOUTH DAKOTA**” having been examined is hereby approved in accordance with the provisions of SDCL of 1967, Chapter 11-3, and any amendments thereof.” The plat, upon motion of Rodgers & Wernsmann, carried.

Jaime Russell, Assessor, spoke to the commission about the pending increase in valuations. Russell explained it had been almost four years since they were adjusted. The adjustment of valuations does not result in increased taxes but is rather a variable in the ratio calculation for like properties. A comparison of similar sales is used in the formula as well as other characteristics of the property. Once all the properties have undergone revaluation, they are equalized. The item that impacts a property tax indebtedness is levy placed upon the property by the governing boards. Russell said she believes the process to cover the county could take her about two years. The commission let her know that if help was needed, even temporarily, they would consider it. The complexity of the **sales ratio study** is way too complex to explain in these minutes. Considerable information can be found online for those looking for more details.

Russell moved to discussion of the conditions listed in the conditional use permit issued to **Ratio, LLC**. Ratio is having an open house and board members wanted to examine the permit. The commission felt the examination constituted a legal matter so it was moved by Eschenbaum & Jones to enter execution session. The motion carried and meeting closed (and video) closed. Several minutes later, upon motion of Jones &

Eschenbaum, carried, the meeting reopened with no action taken but Russell did review the four conditions spelled out in the permit and informed the board that as of this examination, all conditions were met.

Sheriff **Shane Croeni** joined the meeting by telephone. Croeni reviewed his action items which were on the agenda, the first being a request to purchase a drug detection dog from **Green Detector Dog PA**. The cost is \$7,500. Croeni said he had some of the funds but needed an additional \$1,500 to cover the cost. The board asked several questions of Croeni followed by a motion by Jones & Eschenbaum, passed, to approve the request. Croeni then asked the board to allow part time **deputy Hohn** to work some of the hours that are open due to Chelsea Prices leave of absence. The board approved the request by consensus subject to there being no conflict with South Dakota State Retirement System rules. Croeni's request would raise Hohn's maximum hours from 20 per week to 40. Hohn had agreed to waive benefits. DeBoer said this arrangement would be more like the hiring of a seasonal employee on a temporary or as needed basis. DeBoer will double check with the retirement system to ensure compliance. Croeni also asked for permission to have **Sandi Selting** return to help cover other hours open by Price's leave. The board also approved by consensus the request to have Selting cover the open hours. Lastly, Croeni informed the board that both **Deputy Zweber** and **Deputy Fisher** reached incremental time in service milestones, each of which results in the increase of pay by seventy-five cents. Deputy Zweber reached the one-year milestone and Deputy Fisher reached eighteen months. It was moved by Wernsmann & Eschenbaum, passed, to approve the step increases and thus raise each of their wages by seventy-five cents. Deputy Fisher's increase would be retroactive to January 1, 2022 and Deputy Zweber's increase would start with February payroll.

Auditor DeBoer, took some time while waiting for Will Page to explain his work on the effort to declutter the county of surplus property. DeBoer presented the board with a model policy and resolution which he'll bring in February. DeBoer also showed the commission the webpage he created to advertise the items which are surplus and subject to sale. Currently the proposal only applies to items which are appraised at \$500 or less. Larger items will be handled as they had been. The proposal included the appointment of an appraisal committee from eligible land owners in the county, and a tiered process offering the items for sale, then re-offering leftovers two more times before they are destroyed, recycled or discarded. The board favored the proposal and made some suggestions to DeBoer. The board wanted absolute transparency in the mechanism so no accusations of "favoritism" or "insider benefit" could be exercised. Once approved, the webpage would be made public and will be on the county's homepage. Those who do not have internet access could come to the courthouse and examine the items. In the end, the process followed the suggestion of having a garage sale type of sale, on a first come, first served basis rather than go through prolonged bidding via the internet.

Will Page – Custodian, spoke to the commission about the courthouse generator. The unit is 10 years old and requires regular maintenance. While maintenance on the engine can be done locally, the generation unit should be serviced by a qualified person. Page requested the board consider an annual service contract with Interstate Power Systems of Sioux Falls for \$949. After offering justifications for the contract, it was moved by Rodgers & Wernsmann, passed, to enter the contract. The contract will be reviewed annually.

Jon Dunlap – Conservation Officer (SD-GFP), spoke to the commission about interest in converting the current rubble site into a public shooting area. Dunlap provided details on how a 100 and 200 yard rifle range, an archery range and handgun range could be placed on the property (over the buried rubble) and still allow for the county to use a portion for the crushed concrete and compost area. If built, the range would be open to the public and run through Game & Fish. Dunlap was seeking a statement of interest from the commission before proceeding further into the project. It was, by straw poll, agreed by each commissioner that it would be a great project and wise use of the land. The commission told Dunlap to consult with the highway department to ensure there are no unseen conflicts. Dunlap said he would pursue it further.

The meeting was **adjourned** at 2:26 P.M. upon motion of Jones & Rodgers, carried. The next meeting of the county commission will be held on February 1, 2022 at 1 P.M.

CLAIMS PAID ON 12-29-2021 For: **GOV. BUILDING: HIGHMORE FURNITURE / CARPETLAND FINAL PAYMENT ON CARPET** 2500.00. Total Checks: 2500.00. CLAIMS PAID ON 01-04-2022 For **BOARD OF COUNTY COMM: CONNECTING POINT-BACK UP** 20.00, **HAND CO TITLE-**

'22 LIEN & PROPERTY REPORTS 114.00, NECOG-2022 MEMBERSHIP 8170.22, ON HAND DEVELOPMENT CORPORATIO-COUNTY CONTRIBUTION 30000.00: 38304.22. **AUDITOR:** PITNEY BOWES-POSTAGE METER LEASE 321.84. **COURT APP. ATTORNEY:** BLUE, WHEELER & BANKS-COURT APPOINTED ATTORNEY 713.99, CHURCHILL, MANOLIS, FREEMAN-COURT APPOINTED ATTORNEY 565.50: 1279.49. **ABUSED & NEG. CHILD:** CHURCHILL, MANOLIS, FREEMAN-COURT APPOINTED ATTORNEY 677.50. **GOV. BUILDING:** BOB'S DISPOSAL-GARBAGE DISPOSAL 100.00. **REG. OF DEEDS:** OFFICE PEEPS-SUPPLIES 7.88. **VETERANS SER. OFF:** TYLER TECHNOLOGIES-VETRA SPEC PROGRAM 449.00. **SHERIFF:** IDI-6 MOS. FLAT RATE PLAN 150.00. **COUNTY NURSE:** HAND CO MEMORIAL HOSPITAL INC-RENT 600.00. **MENTAL HEALTH:** CENTER FOR INDEPENDENCE - MONTHLY SUPPORT 180.00. **HWY RDS BRIDGES:** BROWNLEE CONSTRUCTION-CRUSHING GRAVEL 242839.50, FARM TECH-SUPPLIES 342.67, FASTENAL COMPANY-SUPPLIES 373.00, DEVYN GORTMAKER-HI VIS COAT 99.99, RODNEY GORTMAKER, JR.-SUPPLIES 5.33, OAKLEY FARM & RANCH-SUPPLIES 21.76, OAKLEY REPAIR-REPAIRS 3845.47, OAKLEY REPAIR-SUPPLIES 1086.29, RESEL OIL-DIESEL FUEL 5545.80, TRUENORTH STEEL-SUPPLIES 6348.00, TWIN VALLEY TIRE-REPAIRS 877.60, TWIN VALLEY TIRE-SUPPLIES 193.90: 261579.31. **DEBT SERVICE:** CAPFIRST-'18 LOADER PRIN PMT 54898.62 and '18 LOADER INT PMT 1701.38: 56600.00. **LAW LIBRARY:** THOMSON REUTERS-SD CODIFIED LAW BOOKS 121.92. Total checks this date: 360371.16.

Month End Payroll (SDCL 6-1-10) and Previous Month Comparison					
Function / Office / Department	December	Regular Pay:	Overtime Pay:	Call Time:	Total Pay:
Commissioners:	\$3,544.30	\$3,544.30	N/A	N/A	\$3,544.30
Auditor:	\$6,623.47	\$6,895.63	\$0.00	N/A	\$6,895.63
Treasurer:	\$6,623.47	\$6,895.63	\$0.00	N/A	\$6,895.63
States Attorney:	\$6,515.50	\$6,695.13	N/A	N/A	\$6,695.13
Custodial:	\$3,633.41	\$3,493.41	N/A	N/A	\$3,493.41
Director of Equalization:	\$6,379.03	\$6,651.19	\$0.00	N/A	\$6,651.19
Register of Deeds:	\$6,641.07	\$6,895.63	\$0.00	N/A	\$6,895.63
Veteran Services:	\$750.00	\$750.00	N/A	N/A	\$750.00
Sheriff:	\$17,553.13	\$18,110.93	\$0.00		\$18,110.93
E-911:	\$203.40	\$203.40	N/A	N/A	\$203.40
Emergency Management:	\$3,084.74	\$3,084.74	N/A	N/A	\$3,084.74
Highway:	\$47,362.86	\$49,487.40	\$27.12		\$49,514.52
Rubble Site:	\$2,880.00	\$2,880.00	\$0.00	N/A	\$2,880.00
Library:	\$2,992.95	\$3,263.51	N/A	N/A	\$3,263.51
4-H:	\$2,949.16	\$2,949.16	N/A	N/A	\$2,949.16
Weed & Pest:	\$6,451.32	\$3,138.07	\$0.00	N/A	\$3,138.07
Total Payroll:	\$124,187.81	\$124,938.13	\$27.12	\$0.00	\$124,965.25

SDCL 7-10-3 Auditor's account with Treasurer.	December	January
Includes funds held for other governmental agencies (Schools, Towns, Townships, Special Districts)		
Cash on Hand:	1,379.53	867.00
Checks in Possession less than 3 days:	20,406.69	10,059.87
Checks in Possession more than 3 days:	0.00	0.00
Cash Items:	15.00	0.00
Petty Cash:	300.00	300.00
Reconciled Demand Deposits-American Bank & Trust:	8,471.71	8,471.79
Reconciled Demand Deposits-Quoin Financial Bank:	843,302.58	21,709.93
Time Deposits – American Bank & Trust:	1,289,864.32	1,116,507.86
Time Deposits – Quoin Financial Bank:	1,650,018.97	1,625,086.78
American Rescue Plan Act (ARPA-Federal Funds)	309,917.95	309,917.95
Library Checking:	14,887.62	35,143.21
Library Certificates of Deposit:	12,400.00	7,551.00
Library Stocks:	7,551.00	12,400.00
Total:	\$4,158,515.37	\$3,148,015.39

The forgoing text reflects the approved minutes of the commission.

Greg Palmer, Chairman

Attest:
Doug DeBoer, Auditor
