

DRAFT AGENDA FOR TUESDAY APRIL 5, 2022

1 P.M. in the Commission Chambers, 2nd Floor of the Courthouse

Online access: [Facebook and YouTube](#)

HAND COUNTY PLANNING & ZONING COMMISSION and BOARD OF ADJUSTMENT HAND COUNTY BOARD OF COMMISSIONERS

Audio or Video Participation Available if Arranged in Advance

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.

PLANNING AND ZONING COMMISSION and BOARD OF ADJUSTMENT

- Call to Order as such
 - Jaime Russell - Zoning Administrator
 - Discussion / Synopsis of visit with Eric Senger of NECOG
 - Plats for Consideration
 - [Livestock Addition](#) Volmer, Cody (800-753-6455)
 - [Brons - Hall Outlot 1 & 2](#)
 - [Melber Addition](#)
 - [Lewellen Addition](#)
 - [Building Permits November 2021 to March 22](#)
 - Q & A
 - Check for any business from the gallery
 - If no business - Motion to Recess at the P&Z / BOA (adjourn in concert with the main meeting)
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BOARD OF COMMISSIONERS

CALL TO ORDER

CONSENT AGENDA ITEMS:

- Acknowledgements:
 - Receipt of the [Register of Deeds financial statement for February 2022](#)
 - Receipt of the
- Approvals:
 - [Minutes of the March 1, 2022 meeting](#)
 - Claims / Vouchers for payment of bills
 - [Beverage License Application for Miller Central Speedway LLC](#)

911 SERVICES - Arlen Gortaker

- [2021 Annual Report to the state 911 Commission](#)

RUBBLE SITE - Tigh Johnson

- Summer Hours
- Boundary Fencing

GROWSD - Lori Moen (Appointment for 3pm) 605-698-7654

- [Grow SD, 104 E. Ash St., Sisseton, SD 57262](#)
- Review of Previous Years' stats
- Programming available.
- [Request for consideration in the 2023 budget cycle.](#)

ASSESSOR - Jaime Russell

- GIS parcel mapping - subscription fees Q&A
 - [Resolution 2022-12 Establishing Fees for GIS Data](#)
 - Supporting Documents
 - [GIS Website Access Agreement](#)
 - [GIS Standardized Pricing](#)
 - [GIS Data Access and Distribution Provisions](#)
 - [GIS Services and Data Request Form](#)

ROAD & BRIDGES - Jeff Hargens

- 368th Avenue / Rockham Road bridge replacement status report
 - Structure
 -
- Bridge 30-220-256 on 366th Avenue north of US HWY 14 over Pearl Creek
 - Brad Stangohr, PE will be present.
 - [Work Order for Consultant Services with Ulteig Engineers, Inc.](#)
 - Requires signature /
 - Agreement Number: 410778 / Work Order Number: LGA-143-20
- Commissioner Committee to help prepare the Road & Bridge budgets.
 - January Revenues
 - [Revenue Budget Prep Sheet](#)
 - [Revenue Report for R&B January](#)

AUDITOR - Doug DeBoer

- Moving of the May Meeting to May 10, 2022 (State Workshop is on the 3rd)
- Declaration of Surplus Property
 - D-Link, Model No. DES-1024D, 24 port network switch, SN: F30C3A6000280
 - Quit working - to be discarded and recycled
 - Allied Telesyn International, Model AT-MR815T, 8 port network switch, SN: W16083371A
 - Stored for years, not current technology, to be discarded and recycled
 - (2) 3Com, Model 3C16180, 8 port network switch, SN: 7JAF022985 & 7JAF022707
 - Stored for years, not current technology, to be discarded and recycled.
 - Ballot Boxes
 - Approximately 10 large steal (rectangular) boxes
 - Approximately 15 tall steal (round) boxes
 - Approximately 16 short steal (round) boxes
 - Approximately 20 short (rectangular) boxes
 - Photos from Storage
 - [Photograph 1](#)
 - [Photograph 2](#)
 - [Photograph 3](#)
 - Appraisal Report
- [Resolution 2022-13 "Destroy Auditor's Payroll Records" 2017 and older.](#)
- SDML-Worker Compensation
 - The recent payroll audit resulted in a bill of \$2,351
 - This was due to an increase of part time help in the sheriff's office, not counting one of the part-time gate attendants at the Rubble Site, two more under clerical (office), two volunteers in EM and they counted the one open position in the highway department.
 - This increase is the result of differences between estimates and audited results.

EMERGENCY MANAGEMENT - Arlen Gortmaker

- Proposed Wage Scale / Credentialing / Budget Planning for 2023

CUSTODIAN - Will Page

- Discussion of service contract with G&R Controls
- Update on Elevator / Pierre & Harris Engineering site visit in March

SHERIFF - Shane Croeni

- Brandon is done with K9 training April 8th
- Chelsea is back (Sandy is gone but will fill in when Chelsea is gone for appointments)
- Narcotics training in Deadwood May 10th and 11th Josh and I
- Lisa will go back to part time hours after April 8

COMMISSIONER WORK PERIOD -

- Old Business
 - Job Descriptions (4H & Other non-elected officials & staff)
- Hand County Railroad Authority
 - a. Election of commissioners to serve on the Railroad Authority board of commissioners.
 - b. All three positions to be elected but staggered.

- i. Commissioner 1 for a
 - ii. Commissioner 2 for a
 - iii. Commissioner 3 for a
- c. Composition of the original board: Luke Wernsmann, Larry Rowen and Jim Iverson
- d. [SDCL 49-17A-6](#) indicates an election is how vacancies are filled, not via appointment
 - i. Terms are 3 years in length and then re-elected
- Budget for 2023
 - e. Commissioner
 - f. Commission Contingency
- Filing to be “Intervenor” (Required by April 8, 2022) in the PUC file for the pipeline project
- Moratorium on pipeline construction

ELECTION - Doug DeBoer

- All nine ExpressVote machines were serviced in February / March
 - EV SN: EV0219382430 was transfer from our inventory to Charles Mix County on 03/31/22
 - Please move to approve the transfer of said EV machine.
- Both DS200 ballot tabulators were serviced in February / March
- The last day to file petitions for the primary was March 29, 2022
 - The following are local candidates / filings
 - Sheriff
 - Shane Croeni - R
 - Jim Henson - R
 - Register of Deeds
 - Suzy Wernsmann - R
 - Auditor
 - Doug DeBoer - R
 - Commissioner District 1
 - Jon Dunlap - R
 - Daniel Jensen - R
 - Commissioner District 3
 - Greg Palmer - R
 - Commissioner District 5
 - Luke Wernsmann - R
- Primary Election Timeline
 - April 6, 2022 drawing for candidate order for races
 - April 20, 2022 deadline for ballots to be print and in auditor’s possession
 - April 22, 2022 Absentee Voting begins
 - April 22, 2022 Last day for Political Party County Committees to submit names of poll workers
 - Hand County presently does not have any central committees on record
 - April 26, 2022 Last day for independent candidates to submit petitions
 - June 7, 2022
 - June 9, 2022 commissioner meeting plus vote canvassing.
- All commissioners are invited and encouraged to participate in all aspects of the election process so that questions of integrity can be answered with confidence.
- I plan to broadcast all public activities via the Auditor’s YouTube Channel

EXECUTIVE SESSION - Reserved / If Needed

- Board Requested - Contractual Item x 4

INFORMATION / CORRESPONDENCE (No action needed)

- [Payroll Report for March](#)
- Special Meeting April 12, 2022 for Consolidated Board of Equalization
 - Statutory Reference for Equalization Process: [SDCL 10-11](#)
 - April 5 - last day to mail or file written appeal with county auditor (10-11-67)
 - April 12 - consolidated board begins (10-11-71)
 - May 3 - consolidated board ends (10-11-71)
 - Setting the date for the Hand County Consolidated Board of Equalization to meet.

- The 2021 date was Tuesday April 13, 2021 at 7 p.m.
- Request Tuesday April 12, 2022 at 7 p.m. as the meeting date & time
- Governor Noem has given April 15 (Good Friday) and April 18 (Easter Monday) as state holidays.
 - County Offices will be closed those days.
- The next “regular” commission meeting is set for Tuesday April 5, 2022 at 1 pm.