

HAND COUNTY BOARD OF COMMISSIONERS

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<http://hand.sdcounties.org/commissioner>
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MINUTES OF THE JULY 5, 2022 MEETING

Prior to the formal commencement of the meeting, Auditor Doug DeBoer administered the oath of office to Daniel Jensen who was seated as commissioner representing District 1.

The Hand County **Planning and Zoning Commission** met in regular session in the commission chambers of the courthouse on July 5, 2022. Chairman Greg Palmer called the meeting to order at 1:46 P.M. with the following commission members present: Jim Jones, Jim Eschenbaum (virtually), Luke Wernsmann and Dan Jensen. The meeting was broadcasted live on YouTube with a link on the county's Facebook page.

Jaime Russell, zoning director, summarized the building permits received during June, those being: Daniel & LeAnne Keck (Used grain bin), Andrew & Jessica Roeber (Well house), Marlen & Sandra Winter (Garage), and Gary Schmidt (Garage).

There was one plat to review entitled "**HALL ADDITION**" in the S ½ of Sect 27, T116N, R70W, Harrison Township. Upon the motion of Wernsmann / Jones, passed, the plat was referred to the county commissioners as suitable for approval.

No one requested time before the commission during public input.

It was moved by Wernsmann / Jones, and passed, to adjourn the Planning and Zoning Commission.

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The Hand County Board of County Commissioners met in regular session in the commission chambers of the courthouse on July 5, 2022. Chairman Greg Palmer called the meeting to order at 1:30 P.M. with the following commissioners present: Jim Jones, Jim Eschenbaum (virtually), Luke Wernsmann and Dan Jensen. The meeting was broadcasted live on YouTube with a link on the county's Facebook page. It was later learned the audio dropped from the YouTube video.

Consent Agenda: It was moved by Jones / Wernsmann, passed, to approve the consent agenda. Items to be acknowledged included receipt of the Register of Deeds financial statement for the preceding month, receipt of the library board's minutes and financial report for May and receipt of the payroll ledger for June. Items that were approved included the minutes of the June 9th, 2022 commission meeting and payment of the claims / vouchers for the month.

Health Insurance Proposal 1: Roger Risty and Sonja Nordbye of Risty Benefits (Sioux Falls) provided a summary of three health insurance plans they had crafted. One of which was an Avera plan, the other from Health Partners and Wellmark. They discussed the benefits and limitations of each. Risty admitted that none of his proposals would beat that of Dice Financials' zero percent increase on the current plan but that his plans, all though more expensive, would give the employees more flexibility in choosing providers. There was no action taken following the presentation.

Discretionary Formula: The SD-DOR had sent a letter out detailing changes in the use of the discretionary formula. It was the consensus of the board to explore the new opportunities and see if they fit the county's need for development.

Scout Clean Energy: Mark Wengierski provided the board with an update on the proposed wind generator farm in the southeast portion of the county. Wengierski said the energy produced has been purchased and the project can move forward. The next step is to do the road condition survey so that a "lay down" area can be created for the wind chargers. Wengierski estimated that each tower / charger would take eight separate trucks to convey the blades, pedestal pieces and the generator itself.

Wengierski recommended Burns & McDonnell as the engineering firm to do the road condition survey. The cost will be \$4,000. Highway Superintendent Jeff Hargens endorsed the recommendation and upon motion of Wernsmann / Jones, passed, it was approved.

Plat Review: The Hall Addition plat, having been reviewed by the Planning and Zoning Commission and found acceptable, was approved upon motion of Wernsmann / Jones and passed.

Chairman Greg Palmer has to leave the meeting. Vice Chairman Wernsmann presided over the remainder of the meeting.

Health Insurance Proposal 2: Mike LeBrun of Dice Financial (Mitchell) provided a summary of three health insurance plans from his agency. There were plans from Health Partners and Wellmark offered but discussion focused on the Avera plan renewal. LeBrun said that he could renew the county's current health insurance plan with zero change in premium and zero change in coverage. The cost to the county would remain at \$837.07 and there would be no change in coverage.

It was moved by Jones / Jensen, passed, to renew the health insurance coverage with Avera Health with Dice Financial as the agent.

Carbon Capture Pipeline: No one appeared to speak on the proposed pipeline. Commission Jones raised questions about the benefit of remaining on the list of intervenors with the Public Utilities Commission (PUC) and keeping the moratorium in place. The commission concluded that the authority of the county is limited and the majority of law, rules and regulations rest with the PUC and the federal regulatory agencies. Given the limited authority of the county it was decided upon motion of Jones / Wernsmann, passed, to remove Hand County as an Intervenor with the PUC on Docket Number 2022-001 (Summit Carbon Capture).

Jones also moved to abandon the moratorium the county passed previously. The motion was seconded by Wernsmann and passed.

2023 Budget Review: Auditor Doug DeBoer reviewed the estimated revenue budget for all of the major funds. DeBoer indicated that the CPI (Consumer Price Index) figure of 3% was issued by the SD-DOR but doesn't reflect the national CPI. DeBoer added that because of limitations in state law, the county's request for property taxes can only change 3%. The CPI also controls the requests from townships, the fire districts and the towns & cities. In his work with other department heads, he came to the conclusion that revenues in the General Fund will be less than in previous years and that cash from the limited reserve will be needed to meet the demands for spending. DeBoer cautioned that commissioners not approve spending which would be over the 3% threshold and remain closer to 2.4%.

The General Fund will also be tasked with supporting the road and bridge fund to a greater degree with a transfer to help offset the road and bridge projects previously committed to. DeBoer again cautioned that if the

commission was serious about the road and bridge projects, they would need to control spending in the general fund.

DeBoer explained that another transfer is made yearly from the General Fund to the Emergency Management (EDS) Fund to offset the difference between the state grant and local funds.

As it related to the other revenue funds, DeBoer advised that those funds have specific revenue sources and that spending is dependent on revenue. DeBoer said that so long as spending doesn't exceed revenues, those funds will remain in the positive.

In conclusion, DeBoer said that the theory that so long as funds are budgeted, they are available to be spent. DeBoer reminded the commission of the legislative mantra that funds are only available after the revenue is realized. DeBoer suggested the commission take a hard position that when an unplanned project arises that not only do they ask if the funds are in the budget but that they ask the department head to show them where it is in the budget. DeBoer finished with the advice that the commissioners watch the balance between the revenues and expenditure more frequently and if the margin is too tight, they must exercise more control over spending, even if it means a spending freeze.

DeBoer then moved to expenditure budgets which were submitted by the various department heads. DeBoer said that several department heads haven't submitted their expenditure budget because they didn't know what health insurance would do. DeBoer said he told the departments to use the zero percent increase (because it would be hard to beat) and resubmit. Only a couple department heads resubmitted. DeBoer said that he could not give the commission an meaningful explanation without the departments submitting their budgets with the latest figures. DeBoer asked the commission to hold a special meeting so that the provisional budget could be approved by the commission and file with his office within the time constraints in statute. It was moved by Jones / Jensen to set July 19, 2022 (7 P.M.) as the meeting date and time.

Commissioner Work Period: Commissioner Eschenbaum brought forward a request from some employees to revisit the idea of direct deposit and switching to twice monthly payroll periods. Auditor DeBoer and Deputy Auditor Carolyn Forman both spoke about the topics. DeBoer and Forman both explained that payroll currently occupies the better parts of three days. The whole process is often delayed when department heads fail to provide accurate timesheets to the auditor's office. The process of reviewing, returning, reviewing and possibly returning the timesheets for hourly employees often hampers the whole process. Should the county renovate the timesheet program, or automate it, the process might go more smoothly. The second day involves actually loading the data for the employees, their benefits and other deductions and printing checks. The third day is the actual day checks are distributed and begins the process of doing the reports for the IRS, the benefits, and reconciling errors should they occur. Moving to twice a month payroll would double that process. Under ordinary circumstances this might not be bad but the twice monthly dates also coincide with the process of apportioning property taxes to the 35 townships, four towns, the fire district and five schools, mid-month utilities and distribution of other collections, as well as bills being prepared for payment at the commission meeting. DeBoer and Forman said this may be an issue to address in the future but for now it would cause problems for their other duties.

With regards to direct deposit, DeBoer said the office received a notification that a vendor would only be accepting payment via direct deposit (ACH) so it was coming regardless of desire. It was moved by Jones/Jensen, passed, to "aggressively pursue" direct deposit and report back.

DeBoer told the commission that during a survey of employees, direct deposit and twice monthly payroll were strongly supported by employees.

Election Training: Auditor DeBoer requested and received travel permission to attend election training with the Secretary of State's Office in Pierre on August 4, 2022. DeBoer intends to commute rather than stay over.

Cyber Security: Auditor DeBoer reviewed the proposal from Golden West Technologies. The proposal was to perform an assessment of the county's departments and our cyber strengths and weaknesses. The proposal was over ten thousand dollars, which was nearly double the estimate made locally. The commissioners agreed with DeBoer that alternatives should be explored.

American Rescue Plan Act (ARPA): Auditor DeBoer reported that he will not be able to request the second portion of the ARPA funds from the US Treasury until after July 26, 2022. The treasury rules require a one-year interval between requests. The request after July 26, 2022 will be the remaining amount authorized in the original act. The ARPA funds have been earmarked for improvements to the courthouse elevator and other capital asset improvements.

Surplus Property: Auditor DeBoer presented two items from departments for consideration and eventual declaration as surplus property. The Register of Deeds Office requested that a RICOH Aficia MP3350B, SN: M6285400130 be surplus as unrepairable and that the vendor of the new copier be allowed to take the unit for recycling (Brown County's rubble site accepts computer hardware). The request was approved upon motion of Jones/Jensen and passed.

The Highway Department requested that a Chevy S-10 pickup, SN: 1GCDT19X8T8123601 be declared surplus and sold. The commission, acting as appraisers, accepted the recommendation to appraise the vehicle at \$499. It was moved by Jones/Jensen, passed, to declare the pickup as surplus, to be sold via the new policy for low dollar items.

DeBoer requested the commissioners approve the repricing of the ballot boxes previously surplus. DeBoer also asked permission to give other governmental agencies boxes should they ask, at no cost. It was the consensus of the commission to lower the price of the boxes to \$15 and to allow the auditor to transfer boxes to other local governments should they ask.

Election complaint resolution: Due to time constraints during today's meeting, this item was postponed until the August 2nd meeting at which time the commission will address whether there will be additional changes to the five voting precincts.

Executive session: It was moved by Jones/Jensen, passed, to enter executive session (at 5:16 P.M.) for the purpose of discussing personnel issues. The legal matter pending executive session was negated by virtue of the actions previously and related to the carbon pipeline.

At 6:18 P.M. it was moved by Jones/Jensen, passed, to exit executive session and reconvene in open session. It was then moved by Jones/Jensen, passed, to approve the promotion of Jeff Phinney to the position of "shop foreman" within the highway department with a \$1/hour raise in wage. There was one dissenting vote. The commission agreed to make the promotion / raise retroactive to July 1, 2022.

The remaining personnel issue dealt with an employee bartering services with a private entity. The employee was addressed on this issue and instructed that bartering is allowed but only after the commission approves it and a record is made.

At 6:22 P.M., the meeting **adjourned** upon motion of Jones/Eschenbaum and passed. [The next meeting will be the special meeting on July 19, 2022 and the next regular meeting will be on August 2, 2022.]

CHECKS WRITTEN 06-08-2022: ELECTIONS: VISA-ELECTION SUPPLIES 134.77, TREASURER: VISA-CANON DOCUMENT SCANNER 540.00, GOV. BUILDING: AGTEGRA-GAS 669.60, PREDATORY ANIMAL: SD DEPT OF REVENUE-PREDATORY ANIMAL SERVICES 3251.35, SHERIFF: AGTEGRA-GAS 105.73, 599.03 & 411.59: 1116.35, EXTENSION: VISA-S'MORE SUBSCRIPTION 79.00, WEED CONTROL: AGTEGRA-GAS 368.26. NAPA CENTRAL HURON-SUPPLIES 286.27: 654.53, ZONING: AGTEGRA-GAS 30.61, HWY RDS BRIDGES: AGTEGRA-FUEL 23309.71, E-911: AGTEGRA-GAS 52.00, CENTURY LINK-E-911 PHONE SERVICE 193.95: 245.95, EMERG. & DIS. SERV: AGTEGRA-GAS 40.50, STATE COLLECTIONS: SD DEPT OF REVENUE-VITAL RECORD 1125.00, BOARD OF COUNTY COMM-CONNECTING POINT-BACK-UP 20.00, ELECTIONS: DS SOLUTIONS, INC.-SUPPLIES 175.00, ELECTION SYSTEMS-BALLOTS 1006.69, MCLEODS-ELECTION 25.96, SEACHANGE-SD PUBLICATION BALLOT 185.00, U.S. POSTAL SERVICE-POSTAGE 300.00: 1692.65, AUDITOR: A & B BUSINESS-COPIER MAINTENANCE 32.43, CLUBHOUSE HOTEL & SUITES-ROOM AT CONVENTION 227.72, SD ASS'N OF COUNTY OFFICIALS-DEPUTY WORKSHOP 85.00: 345.15, TREASURER: CLUBHOUSE HOTEL & SUITES-ROOM AT CONVENTION 249.32, HAND CO TITLE COMPANY-TAX DEED SEARCH 200.00, QUILL OFFICE SUPPLIES-SUPPLIES 121.85, SD ASS'N OF COUNTY OFFICIALS-DEPUTY WORKSHOP REGISTRATIONS 85.00: 656.17, STATES ATTORNEY: ANSON LAW-RENT 357.50, SUPPLIES 333.33, UTILITIES, 416.66, SD DEPARTMENT OF HEALTH-BLOOD ALCOHOL TEST 40.00, ELAINE HILTON-BLOOD ALCOHOL DRIVE 80.00: 1227.49, GOV. BUILDING: AGTEGRA-HEATING FUEL 9000.00, ARAMARK-SUPPLIES 245.85, BOB'S DISPOSAL SERVICE-GARBAGE 120.00, MID AMERICAN RESEARCH-SUPPLIES 316.42, MILLER ACE-SUPPLIES 596.63, CITY OF MILLER-UTILITIES 655.44, THE MILLER PRESS-SUPPLIES 111.86, TWIN VALLEY TIRE-REPAIRS 31.50: 11077.70, DIR. OF EQUAL: A & B BUSINESS-COPIER MAINTENANCE 33.28, EXTRA COPIES 8.15, AMERICAN SOLUTIONS-SUPPLIES 54.85, BUILDERS SOLUTIONS-SUPPLIES 156.91, MARSHALL & SWIFT/BOECKH-SOFTWARE RENEWAL 1229.95, MILLER REXALL DRUG-SUPPLIES 13.18, JAIME RUSSELL-NOTARY STAMP 22.92, SPEIRS WOODWORKS-MAP FRAME 150.00: 1669.24, REG. OF DEEDS: AMERICAN SOLUTIONS FOR BUSINES SUPPLIES 70.12, CLUBHOUSE HOTEL & SUITES-ROOM AT CONVENTION 227.72, OFFICE PEEPS-SUPPLIES 5.43, SD ASS'N OF COUNTY OFFICIALS-DEPUTY WORKSHOP REGISTRATIONS 85.00, TYLER TECHNOLOGIES-PRINTER MAINTENANCE CONTRACT 3111.20: 3499.47, VETERANS SER. OFF: DAVID JOHNSON-MILEAGE 60.48, SDVSOA-DUES & CONFERENCE REGISTRATION 100.00: 160.48, SHERIFF: AMERICAN SOLUTIONS FOR BUSINES SUPPLIES 96.45, DEPARTMENT OF PUBLIC SAFETY-TELETYPE SERVICE - 6 MOS 2340.00, GOODALL UPHOLSTERY-WINDSHIELD REPAIR 70.00, MILLER ACE-SUPPLIES 36.46 & 14.99, OFFICE PEEPS-SUPPLIES 109.32, OMG NATIONAL-JR DEPUTY BAND STICKERS 301.54, PRAIRIE VIEW VET CLINIC-K-9 DOG FOOD 66.87, THE LODGE AT DEADWOOD-ROOM AT CONVENTION 164.00, VISA-CAR WASH 8.50 & MICROSOFT STORE 10.64 & SUPPLIES 301.58 & ROOM AT TRAINING 96.39 & 86.75, SUPPLIES 309.98, JOSH ZWEBER-TACTICAL VEST REIMBURSEMENT 100.00: 4017.08, JAIL: BEADLE COUNTY-PRISONER CARE 480.00, SOLID WASTE: DAKOTA ENERGY-UTILITIES 60.38, MILLER ACE-SUPPLIES 18.99, OAKLEY FARM & RANCH SUPPLY-SUPPLIES 11.96: 91.33, COUNTY NURSE: HAND CO MEMORIAL HOSPITAL-MONTHLY RENT 600.00, MENTAL HEALTH: CENTER FOR INDEPENDENCE-MONTHLY SUPPORT 180.00, LIBRARY: A & B BUSINESS-COPIER MAINTENANCE 61.06, BLACKSTONE PUBLISHING-AUDIO BOOKS 63.74, BOB'S DISPOSAL SERVICE-GARBAGE 21.00, DEMCO-SUPPLIES 282.46, INGRAM LIBRARY SERVICES-BOOKS 527.24, CITY OF MILLER-UTILITIES 292.01: 1247.51, EXTENSION: ANN PRICE-REG FEE/ ROOM/ MILEAGE-331.24, WEED CONTROL: AT & T-CELL PHONE 45.18, HAND COUNTY TREASURER-QUARTERS 20.00, MILLER ACE-SUPPLIES 25.98, CITY OF MILLER-UTILITIES 278.71, STURDEVANT'S-SUPPLIES 58.59: 428.46, HWY RDS BRIDGES: ARAMARK-SUPPLIES 997.73, BIG STATE INDUSTRIAL SUPPLY-SUPPLIES 143.88, BOB'S DISPOSAL-GARBAGE 60.00, BOB'S GAS-PROPANE 98.00 & 663.00, BUTLER MACHINERY-REPAIRS 9360.79 & COMPACTOR RENT 5616.00, CK WELDING & REPAIR-REPAIRS 47.50 & SUPPLIES 117.27, DAKOTA ENERGY-UTILITIES 62.48, DMC

WEAR PARTS-SUPPLIES 2036.00, FARM TECH-SUPPLIES 312.85, FARMERS OIL-SUPPLIES 189.50, FLINT HILLS RESOURCES-ROAD OIL 190357.76, HAND COUNTY TREASURER-TITLE FEE 15.00, JOHN DEERE FINANCIAL-SUPPLIES 682.77, MACK METAL SALES-SUPPLIES 103.17, BRAD MANNING DIGGING-MAINTENANCE 125.00, MICHAEL TODD AND COMPANY-SUPPLIES 847.87, MID AMERICAN RESEARCH-SUPPLIES 497.19, MIDWEST FIRE & SAFETY-FIRE EXTINGUISHER MAINTENANCE 524.85, MILLER ACE-SUPPLIES 154.80, CITY OF MILLER-UTILITIES 281.69, MORRIS, INC-WASHED SAND 17893.48, NAPA CENTRAL HURON-SUPPLIES 1356.84, OAKLEY FARM & RANCH-SUPPLIES 455.00, PRODUCTIVITY PLUS-SUPPLIES 977.20, PRORATE SERVICES-DRUG TEST RESULTS 80.00, RDO EQUIPMENT-GRABTEC BUCKET ATTACHMENT 26695.00, RUNNINGS FARM & FLEET-SUPPLIES 37.81, SDACC-WORKSHOP REGISTRATION 170.00, STURDEVANT'S-SUPPLIES 440.74, TEAM LABORATORY CHEMICAL-SUPPLIES 70.00, THE LODGE AT DEADWOOD-ROOM AT CONVENTION 198.00, THEE GLASS DOKTOR-WINDSHIELD REPAIR 666.95, TRANSOURCE TRUCK & EQUIPMENT-SUPPLIES 51.98, TWIN VALLEY TIRE-REPAIRS 166.50, WW TIRE SERVICE-MAINTENANCE 3200.22: 265754.82, E-911: ENVIRONMENTAL SYSTEMS RESEARCH ARC GIS PROGRAM-ANNUAL PMT 400.00, EMERG. & DIS. SERV: VERIZON WIRELESS-CELL PHONE 46.90, VISA-SUPPLIES 237.88 & APPLE STORAGE 1.05: 285.83, HWY RDS BRIDGES: ULTEIG-SMALL STRUCTURE INVENTORY 5037.79. Total checks this date: 299202.41

CHECKS WRITTEN 06-15-2022: STATE M V: SD DEPT OF REVENUE-MOTOR VEHICLES 136061.85, FIRE INSURANCE: POLO FIRE DISTRICT-MAY 2530.64, SDACC MOD & PRES: SDACC - MODERNIZATION & PRESERVATION 210.00: Total Checks this date: 169999.86.

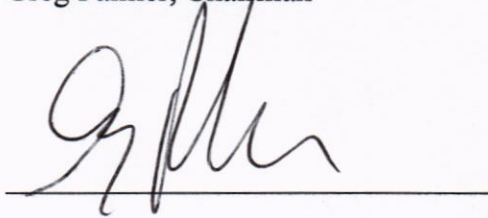
CHECKS WRITTEN ON 06-16-2022 to schools, townships and cities for May collections: FAULKTON 9946.94, HITCHCOCK-TULARE 6873.67, MILLER 323162.64, REDFIELD 74912.42, WOLSEY/WESSINGTON 5022.22: 419917.89. ALDEN-1874.32, ALPHA-4762.93, BATES-1952.44, BURDETTE-3062.02, CAMPBELL-757.31, CARLTON-2344.86, CEDAR-2557.60, COMO-1128.44, FLORENCE-2165.01, GILBERT-1769.22, GLENDALE-1327.72, GRAND-4195.31, GREENLEAF-1753.51, HILAND-863.11, HOLDEN-1667.59, HULBERT-1349.05, LINN-1691.96, LOGAN-1331.93, MIDLAND-2206.49, MILLER-2797.79, MONDAMIN-1205.43, OHIO 642.55, ONTARIO 1198.28, PARK 2059.18, PEARL 1345.24, PLATO 3327.89, PLEASANT VALLEY 889.96, RIVERSIDE 773.13, ROCKDALE 3720.82, ROSEHILL 1514.06, SPRING HILL 1723.55, SPRING LAKE 1445.34, ST LAWRENCE 4753.27, WHEATON 1925.35, YORK 2215.47: 70298.13, CITY OF MILLER-21293.47, CITY OF REE HEIGHTS-1227.20, CITY OF ST. LAWRENCE-2559.63, CITY OF WESSINGTON-60.42: 25140.72: Total Checks written this date: 515356.74

May Payroll (SDCL 6-1-10) by Department, listed as Regular Pay, Overtime Pay and Total Pay. Commissioners: \$3,586.85, Auditor: \$7572.75, Treasurer: \$7,406.61, States Attorney: \$7,687.23, Custodial: \$4233.82, Director of Equalization: \$8469.23, Register of Deeds: \$7,406.61, Veteran Services: \$759.00, Sheriff: \$17,564.09 + \$595.08 = \$18159.17, E-911: \$205.84, Emergency Management: \$3,468.42, Highway: \$53562.44, Rubble Site: \$3,804.02, Library: \$3,766.70, 4-H: \$3,331.22, Weed & Pest: \$6,546.18 + \$114.35 = \$6,660.53. Total Payroll: \$139,204.87 + \$875.57 = \$140,080.44.

May reconciliation between the Auditor and Treasure by type. Includes funds collected and payable to other governmental districts. Cash on Hand: \$800.00, Checks in Possession less than 3 days: \$26,536.13, Checks in Possession more than 3 days: \$0.00, Cash Items: \$0.00, Petty Cash: \$300.00, Reconciled Demand Deposits-American Bank & Trust: \$8,472.28, Reconciled Demand Deposits-Quoin Financial Bank: \$94,958.37, Time Deposits – American Bank & Trust: \$1,251,182.53, Time Deposits – Quoin Financial Bank: \$1,627,686.70, American Rescue Plan Act (ARPA-Federal Funds) \$309,964.31, Library Checking: \$35,143.21, Library Certificates of Deposit: \$7,551.00, Library Stocks: \$12,400.00. Total: \$3,374,994.53

The forgoing text reflects the approved minutes of the commission.

Greg Palmer, Chairman

A handwritten signature in black ink, appearing to be 'G. Palmer', written over a horizontal line.

Attest:

Doug DeBoer, Auditor

A handwritten signature in blue ink, appearing to be 'Doug DeBoer', written over a horizontal line.