

DRAFT AGENDA FOR TUESDAY SEPTEMBER 6, 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
 - Progress Report on Operations / Procedure Manual:
 - Drafts:
 - [Zoning Administration Manual](#)
 - [Comprehensive Plan and Zoning Ordinance](#)
 - Plat(s) for Discussion and Consideration:
 - [Willow Outlot 1 and Outlot 2](#) - Alpha Township (Paula McFarlane)
 - [Bebo Addition](#) - Carlton Township (Richard Strasburg Farms, Inc)
 - [Bottum Addition](#) - Burdette Township (Daniel and Barbara Bottum)
 - [JD Fanning Outlots](#) - Saint Lawrence Township (Jay D. Fanning Estate)
 - **Has not been through the Saint Lawrence town board.**
 - [Swartz Addition](#) - Ohio Township (Eschenbaum Family Farm LLC)
 - Building Permits Issued: (FYI - No Action needed)
 - 8/2/2022: Sweetland Wind Farm LLC - NW4 14-111-67 Dirtwork \$ 35.00
 - 8/4/2022: Ryan Koeck-SE4 17-112-69 Mobile Home \$ 200.00
 - 8/22/2022: Heath & Andrea Mushitz SE 1-112-68 House/Garage\$ 300.00
- High pressure / hazardous materials pipelines and facilities
 - [Direct link to the SD-PUC Docket HP22-001 In the Matter of the Application byh SCS Carbon Transport LLC for a Permit to Construct A Carbon Dioxide Transmission Pipeline](#)
 - Contains links to all public records in the docket.
 - Reserved for Discussion / Referrals / decisions / postponements
- Sweetland: Followup to Miller Airport Notice of Aeronautical Study (ASN 2022-WTE-2735-OE)
 - [Documents from the City of Miller via Helms](#)
 - [US-FAA "Determination of No Hazard to Air Navigation"](#)
- Ratio LLC / Kirk Aughenbaugh
 - SD-DANR: "[Tile Water Holding Pond As-Built Plans Review](#)"
 - SD-DANR: "[Amended Certificate of Compliance and Tile Water Holding Pond Permit Coverage](#)"
- Public Input on P&Z Agenda Items
- Public Input on P&Z Non-Agenda Items
- If no further business - Motion to Adjourn as P & Z Commission

BOARD OF COMMISSIONERS

CALL TO ORDER

CONSENT AGENDA ITEMS:

- Acknowledgements:
 - Receipt of the [Register of Deeds financial statement for July 2022](#)
 - Receipt of the [Library's Report for July 2022](#)
 - Receipt of the [Library's Report for June 2022](#) (link missing last month)
 - Receipt of the [payroll ledger for August 2022](#).
- Approvals:
 - [Minutes of the July 19th, 2022 meetings](#)
 - [Minutes of the August 2nd, 2022 meetings](#)

- Claims / Vouchers for payment of bills
- Request to close the Register of Deeds office on September 12th.

TREASURER - Sheri Koeck

- Request to advertise for full time deputy treasurer.
 - Advertise for Position beginning September 21, 2022 & Closing on October 17, 2022
 - Post on the county website on September 23, 2022
 - Interviews to follow, selection at November meeting, start mid-November
 - Training during the last six weeks of the year.

SHERIFF - Shane Croeni

- New tires for the siverado \$161.00 per plus \$20 mounting fee
- Silverado has a cv joint that needs replaced Hopefully under warranty, if not, the quote is \$628.73
- Josh will be off the schedule after Sept 17th
- School shooting training Sept 7th at the school

1:30 to 2:00 - Dice Financial Services - Mike LaBrun

- Revisit Ancillary Coverages (Dental, Life, Vision)
 - [Dice's Dental, Vision and Life Options](#)
 - [Dice's Dental & Vision comparison](#)
 - [Dice's Life Insurance Proposal](#)
 - [Dice's Dental & Vision Proposal](#)

2:00 to 3:00 - Safety Benefits (Case Review may necessitate an executive session)

- [SDML](#) - Workers Compensation - Worker Safety / Work Environment Safety
 - [9% Loss Control Credit](#) - Not received as the "Improvement Recommendations" were not made.
- [SDPAA](#) - Property Coverage - David Pfeifle - Executive Director
- [Safety Benefits Inc.](#) Risk Benefits - Mitigating Problems before Injury / Damage

3:00 to 3:30 - South Dakota Association of Towns and Townships

- Rural Access Infrastructure Fund - Overview / Q&A
- Terry Sletten - Executive Director 605-353-1439
- Website: www.sdtownships.com

3:30 to 4:00 - Risty Benefits - Sonja Nordbye

- Revisit Ancillary Coverages (Dental, Life, Vision)
 - [Risty's Combined Comparison of Benefits](#)
 - [Risty's Combined Proposal](#)

4:00 PUBLIC HEARING on FIVE-YEAR Road Improvement Plan

- Jeff Hargens: Review of Changes from current plan to proposed plan
- [Link to proposed plan for the coming year](#)

ROAD & BRIDGES - Jeff Hargens

- Discussion and possible action on the EXCISE tax refund
- Bid letting on gravel / concrete crushing
 - [Kings Crushing](#)
- Resignation of Tony Moss from the highway department

4:15 or thereafter BUDGET HEARING

- [Budget as Printed](#)
 - [Fund 101 - General](#)
 - [General Fund Revenues](#)
 - [Fund 201 - Roads & Bridges](#)
 - [Road & Bridge Revenues](#)
 - [Funds 207 & Higher](#) (Special Funds)
 - [Special Funds Revenues](#)
- Commissioner Comments
- Proposed Changes

- Revenues will change as the result of growth being applied. Presently projected at 0.04% without factoring in utilities which are centrally assessed.

- Public Input

- Setting of date for finalization (Must be prior to September 30th)

REFERRED MATTERS FROM THE Planning and Zoning Commission & Board of Adjustment

- Plats for Consideration

- [Willow Outlot 1 and Outlot 2](#) - Alpha Township (Paula McFarlane)
- [Bebo Addition](#) - Carlton Township (Richard Strasburg Farms, Inc)
- [Bottum Addition](#) - Burdette Township (Daniel and Barbara Bottum)
- [JD Fanning Outlots](#) - Saint Lawrence Township (Jay D. Fanning Estate)
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- High pressure / hazardous materials pipelines and facilities

- Actions related to referrals from the HC-P&Z Commission

COMMISSIONER WORK PERIOD - Chairman Palmer

- Old Business

- Reserved and Open

AUDITOR - Doug DeBoer

- American Rescue Plan Act (ARPA) / Coronavirus State and Local Fiscal Recovery Funds (SLRF)
 - [Confirmation of Receipt of Submission](#) to 2nd Tranche

- LEVY SEASON

- [SD-DOR Certificate of Assessment on Centrally Assessed Properties \(Utilities\)](#)

- CYBER SECURITY

- We are enrolled in Dakota State University's "Boundary Fence" program which will, when it is our time, attempt to penetrate our web presence and tell us where to fix the holes.

- Safety Benefits did their property inspections and made several recommendations on how to mitigate hazards found. They will produce a full report but some action needs to be taken regarding coverage for contents inside the buildings.

- The recommendations will be added before the meeting.

- DECLUTTERING

- SURPLUS PROPERTY

- GEN01151 - HP desktop pc, SN
- GEN00338 - Compaq desktop pc, SN: 6753BPM30895 (1997)
- GEB00397 - Okidata Dot-Matrix printer, SN: 906A6018410U (1999)

- Direct deposit update:

- The software modifications were made to provide for direct deposit.
- Not all employees had turned in their forms so I chose to test the system with 2 test employees
 - The system worked as expected.
 - There are still a couple employees yet to submit their forms but October should be a fully, direct-deposited, month.

- New Per Diem (mileage and meals) rates go into effect on September 12, 2022.

- The county's current policy is to follow the state's policy unless the commission changes it.
- [Administrative Rules of South Dakota 05:01:02:01 and 05:01:02:14](#)

ELECTION - Doug DeBoer

- General Election is Tuesday November 8, 2022 (The 1st Tuesday following the 1st Monday)

- [Absentee Voting](#) Begins 45 days prior or Friday September 23, 2022

- Both by mail and "in-person" at the auditor office

- Ballots have been ordered & printed/shipped as have the machine media programmed for testing. Public testing will occur after notice is published.

- Two ballot styles: Precinct 1, 2, 3, & 4 are all the same. Precinct 5 has the District 5 commissioner race.

- [Voter Information Portal](#) where voters can check their registry 24/7/365
- [2022 Election Calendar \(SD-SOS\)](#)
- Permission to publish election “legals” in the Highmore Herald, Faulkton Record & Redfield Press
 - Highmore Herald has 47 subscribers
 - Faulk County Record has 100 subscribers
 - Redfield Press has 22 subscribers
- Use of the AlertSense platform for administrative messaging (Elections Items)
 - Purchase new service called TESTMYGOV
 - [Proposal](#): \$4,500 year 1, \$3,500 each year thereafter
 - [Flyer](#)
- I purchased new signs / flags to better locate the polling places.
- Election Worker Per Diem - Request for Increase for General 2022 and thereafter:

Election Day Worker Compensation				
Function, Duty or Responsibility	2020 (May) Pay	2020 Hourly	2022 Expanded (Based on current Entry Pay)	2022 Request
Poll Worker (Deputy)	\$165	\$165 / 14 = \$11.78	\$14.67 * 14 = \$205.38	\$225 (\$15/hr)
Poll Worker (Superintendent)	\$165	\$165 / 14 = \$11.78	\$14.67 * 14 = \$205.38	\$252 (\$18/hr)
Tabulator Worker	\$35	\$35 / 4 = \$8.75	\$14.67 * 4 = \$58.68	\$60 (\$15/hr)
Election Judge	\$35	\$35 / 4 = \$8.75	\$14.67 * 4 = \$58.68	\$72 (\$18/hr)
Election School (Supt & Deputies)	\$20	\$20 / 4 = \$5.00	\$14.67 * 4 = \$58.68	\$60 (\$15/hr)
Election School (Superintendent)	\$20	\$20 / 4 = \$5.00	\$14.67 * 4 = \$58.68	\$72 (\$18/hr)
Precinct Attendant	\$140	\$140 / 12 = \$11.66	\$14.67 * 12 = \$176.04	\$180 (\$15/hr)

All persons driving their own vehicle more than 3 miles (one way) receive mileage.

2023 PROVISIONAL BUDGET

- INSERT WORKSHEET

CORRESPONDENCE NOT REQUIRING FORMAL ACTION

- NONE

EXECUTIVE SESSION -

- Care of the Poor by Doug DeBoer
- Personnel requested by Luke Wernsmann
- Legal Matter requested by Luke Wernsmann
- Personnel Matter requested by Jim Eschenbaum
- Reserved / If Needed

INFORMATION / CORRESPONDENCE (No action needed)

- The next “regular” commission meeting is set for TUESDAY October 4, 2022 at 1 pm.