

## 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.
- Execution of the SDOEM's [Local Emergency Management Performance Grant](#) (LEMPG)

**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 17<sup>th</sup>
- School shooting training Sept 7<sup>th</sup> 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](http://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)

- Has not been through the Saint Lawrence town board.**

- [Swartz Addition](#) - Ohio Township (Eschenbaum Family Farm LLC)

- 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:

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