

HAND COUNTY BOARD OF COMMISSIONERS

415 West 1st Avenue, Mail slot 7 & Suite 203
MILLER, SOUTH DAKOTA 57362-1346
(605) 853-2182

<http://hand.sdcounties.org/commissioner>
Community Alerts by www.alertsense.com

MINUTES OF THE OCTOBER 4, 2022 MEETING

The Hand County **Planning and Zoning Commission** met in regular session in the commission chambers of the courthouse on October 4, 2022. Chairman Greg Palmer called the meeting to order at 1:00 P.M. with the following commission members present: Jim Jones, Jim Eschenbaum, 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, informed the P&Z Commissioners that she and Eric Senger of NECOG will need suggestions from the commission to start their renovation of the zoning procedures and probably ordinance changes. Commissioner Jones offered several areas in which the commissioners had received community feedback.

Russell's office issued building permits to Chris Johnsen – move in a home (Gilbert Township), Brady VanZee – build storage shed (Alpha Township), Kenneth & Libby Jones – Shed (Midland Township), DDN Investments, LLC – building (Miller Township), and Paul & Louis Arens – Grain bins (Park Township).

Russell informed the commission that no plats needed reviewed. Russell did summarize the three latest project which were subject to conditional use permits. Summit Carbon Solutions show 2 more easements filed for a total of 20. Sweetland Wind Farm will be obtaining a building permit for their Operations and Maintenance building, and Christiansen Farms appears to have the structures up for four of their satellite swine units with two looking mostly roofed.

Chairman Palmer invited comment from the public, none was offered.

There being no further business before the P&Z Commission, it was moved by Wernsmann / Eschenbaum to adjourn the meeting (1:11 PM). Motioned carried.

The Hand County Board of County Commissioners met in regular session in the commission chambers of the courthouse on October 4, 2022. Chairman Greg Palmer called the meeting to order at 1:11 P.M. with the following commissioners present: Jim Jones, Jim Eschenbaum, Luke Wernsmann and Dan Jensen. The meeting was broadcasted live on YouTube with a link on the county's Facebook page

Consent Agenda: Auditor DeBoer summarized the consent agenda for the commission. In the acknowledgements, the commission considered the August 2022 Financial Report of the Register of Deeds, the library minutes and financial report for August 2022 and the payroll ledger for September 2022. Auditor DeBoer explained the items up for approval included the minutes of the September 6, 2022 meeting, the minutes of the September 26, 2022 meeting, the claims / vouchers for payment of bills and adoption of the Harassment and Discrimination policy for the new employee handbook. The discussion of the compost pile at the rubble site was removed to be discussed individually. It was moved by Eschenbaum / Jones to approve the consent agenda as discussed. Motion carried.

Steve Melinick, **Colonial Life Insurance** representative, met with the commission to offer a supplemental life insurance policy to employees. If the county commissioners approved, each eligible employee would receive a policy worth \$10,000 and the monthly premium would be \$2.00. Melinick was careful to explain the policy

was not just "accidental death" but traditional life insurance. Employees would also be able to purchase (voluntarily) additional coverage up to \$75,000 without the need of underwriting, physicals or other limitations based on pre-existing conditions. Coverage above \$75,000 would require underwriting and more intrusive examination and limitations. The commissioners questioned Melnick on the finer details to ensure they understood the parameters of the offering. Once the commissioners approved the base \$10,000 in coverage, Melnick could meet with individual employees to determine if they wanted additional coverage. It was moved by Jones / Eschenbaum to approve the request of Melnick to offer the basic / base life insurance and allow him to interview employees for additional coverage. Motion carried. Melnick will work with the auditor's office to coordinate the enrollment and interviews with employees.

Chairman Palmer reintroduced the discussion of the **James River Water District** and asked where the commissioners stood on the issue. The board had considerable discussion and ultimately came to the consensus that they were not going to bring the issue of joining the James River Water District up for approval but rather if it is something the citizenry wants, they can bring it forward. Several members of the board reported that no one had approached them about joining. If approved, the James River Water District would levy a property tax to pay for their district operations. This would be an additional tax upon the property owners.

Auditor DeBoer brought forward a request for the commission to approve a **brief job description** and job announcement for the **highway maintenance worker** positions open at the highway department. The commission reviewed the document and raised questions. Ultimately, it was moved by Eschenbaum / Jensen to approve the brief job description / job announcement for highway maintenance worker. The motion carried. DeBoer will confer with Highway Superintendent Jeff Hargens to resolve whether his employees need a tanked vehicle endorsement on their CDL. Once resolved, the positions will be advertised.

Jeff Hargens, Highway Superintendent, introduced **Brad Stangohr** (PE-Ulteig Engineers) to the commission and members of Alden and Midland Townships. Stangohr explained the procedure for applying, reviewing and awarding the **Rural Infrastructure Access Fund** (grant). Stangohr had a very interactive conversation with those present and ultimately provided enough information for the townships to present their applications, arrange for the work and for the county to process the applications and distribute the accumulated grant funds.

To qualify, a township must have in place an opt-out valued at \$0.50 / 1000 or a road and bridge levy valued at \$0.50 / 1000 and a completed application. If approved, the grant would be for 80% of the total project cost. The applications must be received by October 31, 2022 for projects to be started in 2023. No maintenance or minimal maintenance roads do not qualify.

Hargens also answered questions regarding the "**Option to Purchase Material**" from **Byron Woodruff**. It was moved by Wernsmann / Eschenbaum to approve the purchase option for gravel. The motion carried. A second option to purchase did not come forward and was not considered.

During the **commissioner work period**, Auditor DeBoer discussed the **distracted driving policy** which was recommended by the liability coverage provider. DeBoer had found four examples to examine but advocated that the county approves the policy of Brookings County which reads: "Employees will comply with applicable state laws [SDCL 32-26-47] or local ordinances regarding the use of mobile devices while operating a county vehicle; or conducting county business in a private vehicle. Failure to do so may result in disciplinary action up to and including termination."

DeBoer explained that the cause of accidents / crashes related to distracted driving is considerable and the combination of higher speeds and distracted driving account for most accidents. DeBoer also said that he didn't support the policy pertaining to county employees doing work related travel but in their own vehicles.

Much discussion was had on the topic and ultimately it was decided to have the Brookings County policy adapted to Hand County's needs and brought back for formal approval.

The commissioners next **revisited the mileage and meal allowance** for employees. Previously the commission adopted the state's administrative rule (05:01:02:01) (05:01:02:14) and Auditor DeBoer brought it back for ratification as a resolution (No. 2022-30). There was considerable discussion on the use of the county's car and the reduced mileage allowance if an employee were to drive their own. Ultimately, it was decided to abandon the state's rule in favor of allowing employees to voucher \$15 each for breakfast, dinner and supper rather than the state's \$6, \$14, and \$20. The reference to time of day will also be eliminated. The state's mileage allowance for \$0.51 / mile was approved for inclusion without reference to the county owned vehicle being available. The modifications will be made to the resolution and be brought back for approval at a future meeting.

DeBoer said **the decluttering project** in the attic is suspended in part because of the elevator's malfunction. He did report that the bulk of ballot boxes / cans have been sold and only a handful remain for sale at \$5 each. DeBoer said he ran out of time to list all the serial numbers, make and model information for the highway department's surplus property but will by sale date (October 21, 2022).

DeBoer reported that there was a serious error which occurred during the **first full direct deposit** of payroll. The payroll software created an ACH file that the bank could not decode. The problem was mediated by DeBoer providing the bank with employee data outside of the e-file creation. The deposits were posted approximately five hours late. DeBoer said that he cannot guarantee the error wouldn't happen again because he, nor anyone else at the county, has the ability to modify the software programming to ensure an error free process. DeBoer said he hopes the new version of the county management software will allow for the ACH file to be recreated internally, not by hand.

DeBoer next brought up the concept of **"paid time off" (PTO)** to replace the existing annual leave, sick leave and funeral leave. DeBoer wanted to introduce the idea and see if the commissioners wanted to explore it further. Treasurer Koeck, Registrar Wernsmann and Assessor Russell expressed countless concerns over the proposal and after hearing such the commission decided to learn more before committing to exploring the change.

The **roof on the library** was replaced. The invoice cost was \$45,171.51 but the library budget does not contain enough authority to expend it. The commission agreed that a contingency fund transfer was in order to cover the expense.

The Rubble Site compost pile was brought back to discussion. Manager Tigh Johnson was present to answer questions about whether the compost pile had value and whether it might be needed when the current rubble site is recollimated when the new site is started. Johnson said he was curious about compost because he had some questions asked about using for cover on farm ground. Johnson said his understanding was that people could take the compost for their gardening needs but unclear about such bulk requests. The commission did agree to place the pile on the surplus sale to determine interest.

Auditor DeBoer reported on the upcoming election. DeBoer invited the commissioners to attend any one of the two mock elections and the public test of the tabulating equipment. The dates have not been posted but DeBoer promised to provide the dates in advance so commissioners could attend if they choose.

DeBoer presented Resolution 2022-29 which formalized the compensation for election workers. It was moved by Wernsmann / Eschenbaum to adopt Resolution 2022-29 which reads: **A RESOLUTION SETTING THE PER DIEM RATE FOR ELECTION WORKERS. WHEREAS**, the County Commissioners of each county

are charged with the fair and equitable payment of workers for federal, state, and special elections of the county, and **WHEREAS**, the County Auditor brought forward a request to compensate the election workers in a manner similar to the pay of waged employees within the county, and **WHEREAS**, during the September 6, 2022 County Commissioner meeting, said per diem was discussed and subsequently approved, and **NOW, THEREFORE, BE IT RESOLVED**, the election workers shall be paid on a per diem basis as follows: A precinct deputy shall be paid \$225. A precinct superintendent shall be paid \$252. A counting board tabulator operator shall be paid \$60. A resolution board member / judge shall be paid \$72. A precinct deputy shall be paid \$60 to attend worker training. A precinct superintendent shall be paid \$72 to attend worker training. A precinct attendant, not serving as a deputy or superintendent shall be paid \$180. A worker who lives more than three miles from the location of the work site may claim reimbursement for mileage to be calculated from their home to the work site and back. A worker who travels from the work site to the courthouse for the purpose of delivering ballots and supplies after the polls close may also claim reimbursement for mileage to be calculated from their home, to the work site, to the courthouse and back to their home. The vote of the members taken this 4th day of October, 2022 are: 5 votes in favor of, and 0 votes against the enactment of this resolution. Dated this 4th day of October, 2022. /s/: Greg Palmer, Chairman. ATTEST: /s/: Doug DeBoer, Auditor

DeBoer informed the commission that a care of the poor application had been received (as discussed in executive session previously) and that the application would be evaluated to determine the Medicare rates for the procedures offered. When the examination is done, the commissioners can use it to determine the disposition of the application.

Chairman Palmer requested an executive session to discuss a personnel matter. It was moved by Jones / Eschenbaum, passed, to enter executive session at 3:41 PM.

It was moved by Wernsmann / Eschenbaum, passed, to exit executive session at 4:05 PM. No formal action being taken because more information is needed before acting.

It was moved by Wernsmann / Jones, passed, to adjourn the meeting. The next regular meeting of the commission(s) will be November 1, 2022 and a special meeting to canvass votes will occur on November 10, 2022 at 7:00 P.M.

Claims paid on September 15, 2022: ELECTIONS: AGTEGRA COOPERATIVE-GAS TO WORKSHOP 34.34, VISA-SUPPLIES 132.85: 167.19. **AUDITOR:** VISA-SUPPLIES 16.99. **GOV. BUILDING:** AGTEGRA COOPERATIVE-GAS 57.42, VENTURE COMMUNICATIONS-PHONE & INTERNET 917.46: 974.88. **SHERIFF:** AGTEGRA COOPERATIVE: GAS 233.98, GAS 468.71, GAS 413.58: 1116.27. **SOLID WASTE:** DAKOTA ENERGY-UTILITIES 61.38. **LIBRARY:** VENTURE COMMUNICATIONS-PHONE & INTERNET 202.19. **WEED CONTROL:** AGTEGRA-GAS 678.61, NAPA CENTRAL MN-REPAIRS 61.04, VENTURE COMMUNICATIONS-PHONE & INTERNET 162.66: 902.31. **HWY RDS BRIDGES:** AGTEGRA-GAS & FUEL 17982.58, ARAMARK-SUPPLIES 819.16, DAKOTA ENERGY-UTILITIES 61.85, JOHN DEERE FINANCIAL-SUPPLIES 1076.91, NAPA CENTRAL MN-SUPPLIES 157.84, STURDEVANT'S AUTO PARTS-SUPPLIES 508.90, VENTURE COMMUNICATIONS-PHONE & INTERNET 164.66: 20771.90. **E-911:** CENTURY LINK-SEPT 911 SERVICES 193.95, VENTURE COMMUNICATIONS-PHONE & INTERNET 33.89: 227.84. **EMERG. & DIS. SERV:** AGTEGRA COOPERATIVE-GAS 90.00, VENTURE COMMUNICATIONS-PHONE & INTERNET 63.41: 153.41. **STATE COLLECTIONS:** SD DEPT OF REVENUE-BIRTHS/DEATHS/DRIVERS LICENSES 1713.00. **STATE M V:** SD DEPT OF REVENUE-MOTOR VEHICLES 143370.54. **CITY TAX:** SD STATE TREASURER-CITY SALES TAX 56.10. **STATE SALES TAX:** SD STATE TREASURER-STATE SALES TAX 226.37. **FIRE INSURANCE:** POLO FIRE DISTRICT-173.75. **SDACC MOD & PRES:** SDACC-MODERNIZATION/PRESERVATION 286.00. **Total Checks Paid this date: 170420.12**

Claims paid on September 16, 2022: SCHOOLS: FAULKTON-1021.78, HITCHCOCK-TULARE-3081.53, MILLER-31402.60, REDFIELD-463.96: 35969.87. **TOWNSHIPS:** ALDEN-794.27, ALPHA-807.41, BATES-645.93, BURDETTE-1846.62, CAMPBELL-339.45, CARLTON-551.73, CEDAR-464.26, COMO-639.20, FLORENCE-609.39, GILBERT-1424.66, GLENDALE-484.44, GRAND-1364.71, GREENLEAF-981.57, HILAND-430.62, HOLDEN-753.58, HULBERT-655.57, LINN-604.26, LOGAN-721.14, MIDLAND-1011.57, MILLER-1411.06, MONDAMIN-565.19, OHIO-441.26, ONTARIO-605.56, PARK-780.49, PEARL-349.88, PLATO-760.31, PLEASANT VALLEY-396.98, RIVERSIDE-363.33, ROCKDALE-484.44, ROSEHILL-857.50, SPRING HILL-565.73, SPRING LAKE-753.58, ST LAWRENCE-659.38, WHEATON-834.32, YORK-699.75: 25659.14. **CITIES & TOWNS:** MILLER-5068.55, REE HEIGHTS-1137.51, ST. LAWRENCE-1283.91, WESSINGTON-90.72: 7580.69. **Total Checks this date: 69209.70.**

CLAIMS PAID ON 10-04-22: BOARD OF COUNTY COMM: CONNECTING POINT-BACK UP & REPLICATION 20.00, QUADIENT FINANCE-POSTAGE IN METER 750.00, QUADIENT LEASING-POSTAGE METER LEASE 317.22, SDSHS MEMBERSHIP-ANNUAL MEMBERSHIP 55.00: 1142.22. **JUDICIAL SYSTEM:** GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 0.84, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 10.08, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 0.84, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 10.92, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 25.20, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 21.00, SDACC-CATASTROPHIC LEGAL EXP FUND 452.00, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 10.08, GRAND JUROR-PANEL MEMBER 50.00 \$ MILEAGE 1.68, GRAND JUROR-PANEL MEMBER 50.00 & MILEAGE 0.84: 983.48. **AUDITOR:** A & B BUSINESS-COPIER MAINTENANCE 35.67, DOUG DEBOER-MEAL AT CONVENTION 12.75, GOOD SHRED-SHREDDING SERVICE 43.75: 92.17. **TREASURER:** OFFICE PEEPS-SUPPLIES 12.26, QUILL-SUPPLIES 284.63: 296.89. **STATES ATTORNEY:** ANSON LAW-RENT 357.50, SUPPLIES 333.33, & UTILITIES 416.66, COMPASS COUNSELING-PSYCHOSEXUAL ASSESSMENT 2250.00, SD CLE, ANNUAL SUBSCRIPTION 500.00, THOMSON REUTERS-LAW BOOKS 1844.14: 5701.63. **COURT APP. ATTORNEY:** CHURCHILL, MANOLIS, FREEMAN-COURT APPOINTED ATTORNEY 3083.50. **GOV. BUILDING:** AMERICAN TIME-WALL CLOCKS 100.85, CITY OF MILLER-BILLING HISTORY 16.00 & UTILITIES 1319.98: 1436.83. **DIR. OF EQUAL:** A & B BUSINESS-MAINTENANCE CONTRACT 33.28, MILLER REXALL DRUG-SUPPLIES 16.33: 49.61. **REG. OF DEEDS:** A & B BUSINESS-COPIER MAINTENANCE CONTRACT 27.74, A & B BUSINESS-SUPPLIES 80.35, CONNECTING POINT-MICRO TREND 141.60, OFFICE PEEPS-OFFICE SUPPLIES 134.74: 384.43. **SHERIFF:** MCLEODS-WARNING TICKETS 120.87, PETTY CASH-K-9 SUPPLIES 44.95, PRAIRIE VIEW-K-9 DOG FOOD 72.90, PROSTROLLO-2020 PICKUP REPAIRS 667.25, SOUTH DAKOTA ARMS-AMMUNITION 1013.80, TONY'S REPAIR-TIRES 747.60, VISA-CAR WASH 8.50, VISA-SUPPLIES 20.64, VISA-CELL PHONES 246.74: 2943.25. **JAIL:** AVERA HAND CO. MEMORIAL- PRISONER CARE 157.00, REDWOOD TOXICOLOGY LAB-DRUG TESTS MAILED 30.00: 187.00, **COUNTY NURSE:** HAND CO MEMORIAL HOSPITAL INC. MONTHLY RENT 600.00, SD DEPT OF HEALTH-PUBLIC HEALTH NURSE 3348.00: 3948.00. **MENTAL HEALTH:** CENTER FOR INDEPENDENCE-MONTHLY SUPPORT 180.00. **LIBRARY:** A & B BUSINESS-MAINTENANCE CONTRACT 61.06, MIKE ANGLIN-LIBRARY BOARD MEETINGS 36.00, ARS-LIBRARY ROOF REPAIR 45171.51, BLACKSTONE PUBLISHING-AUDIO BOOKS 169.99, BOB'S DISPOSAL-GARBAGE DISPOSAL 21.00, MIKE DONLIN-LIBRARY BOARD MEETINGS 36.00, ANDREA FIALA-LIBRARY BOARD MEETINGS 36.00, INGRAM LIBRARY SERVICES-BOOKS 347.65, GLORIA KECK-LIBRARY BOARD MEETINGS 36.00, CITY OF MILLER-UTILITIES 633.73, MARIANNE PETERKA-LIBRARY BOARD MEETINGS 36.00: 46584.94. **EXTENSION:** OFFICE PEEPS-OFFICE SUPPLIES 14.46. **WEED CONTROL:** AT & T-CELL PHONE 45.39, HURD ALIGNMENT-REPAIRS 306.00, CITY OF MILLER-UTILITIES 484.71, OAKLEY FARM & RANCH-SUPPLIES 16.99: 853.09. **HWY RDS BRIDGES:** BOB'S DISPOSAL-GARBAGE DISPOSAL 60.00, BOB'S GAS-PROPANE 441.00, BUTLER MACHINERY-SUPPLIES 135.45, CK WELDING-SUPPLIES 52.82, DONLIN BUILDING-SUPPLIES 5.62, EQUIPMENT BLADES-SUPPLIES 1152.48, HARKINS ENTERPRISES-

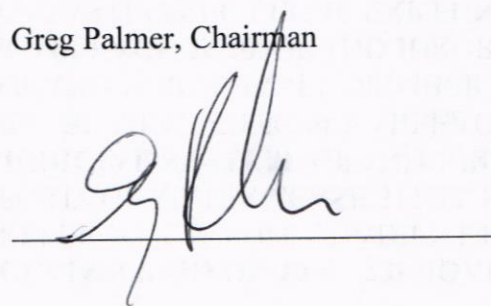
REPAIRS 758.75, HARTMAN CONSTRUCTION-EXCAVATOR WORK 962.50, INLAND TRUCK-SUPPLIES 199.18, JAZZY'S REPAIR-REPAIRS 170.12, CITY OF MILLER-UTILITIES 333.06, MILLER CONCRETE-SUPPLIES 418.50, OAKLEY FARM & RANCH-SUPPLIES 250.70, PRORATE SERVICES-DRUG TEST RESULTS 80.00, SD DEPT OF TRANS-COST SHARE OF BRIDGE WORK 6843.61, SD DEPT OF TRANS-COST SHARE OF BRIDGE WORK 3011.09, SD LOCAL TRANS-CONFERENCE REGISTRATION 125.00, SD PUBLIC ASSURANCE ALLIANCE-INSURANCE ON TRACTORS 236.25, TRANSOURCE TRUCK & EQUIPMENT-SUPPLIES 75.98, TWIN VALLEY TIRE-REPAIRS 1564.78, WARNE CHEMICAL-FLO-JET PUMP 214.56, DEAN WEAVER-COAT REIMB 50.00, WW TIRE SERVICE-SUPPLIES 6172.96: 23314.41. **E-911:** CITY OF HURON-MAY-JUNE-JULY 911 SERVICES 8315.14. **EMERG. & DIS. SERV:** MAIN STREET LUNCHBOX-PIZZA FOR ANNUAL EXERCISE 108.00, VERIZON WIRELESS-CELL PHONE 46.90, VISA-SUPPLIES 26.94, ROOM AT CONVENTION 83.75, APPLE STORAGE 1.05: 266.64. Total **Checks this date: 99777.69.**

SDCL 6-1-10 Monthly Payroll for September 2022: Commissioners – 3586.85, Auditor – 7406.61, Treasurer – 7406.61, States Attorney – 7687.23, Custodial – 3654.58, Director of Equalization – 7159.23, Register of Deeds – 7406.61, Veteran Services – 759.00, Sheriff – 18629.32 (Reg Pay), 274.83 (OT), 18904.15 (Tot.), E-911 – 205.84, Emergency Management – 3468.42, Highway – 46520.14 (Reg Pay), 0.00 (OT), 46520.14 (Tot.), Rubble Site – 3785.83, Library – 3710.52, 4-H – 3331.22, Weed & Pest – 6334.43 (Reg Pay), 279.51 (OT), 6613.94 (Tot.). Total Regular Pay: \$131052.44, Total Overtime: \$554.34. Grand Total: \$131606.78.

SDCL 7-10-3 Auditor's account with Treasurer on September 30, 2022: Includes funds held for other governmental agencies (Schools, Towns, Townships, Special Districts) Cash on Hand – 1561.49, Checks in Possession less than 3 days – 33759.88, Checks in Possession more than 3 days – 0.00, Cash items – 0.00, Petty Cash – 300.00, Reconciled Demand Deposits-American Bank & Trust – 8474.88, Reconciled Demand Deposits-Quoin Financial Bank – 509929.19, Time Deposits – American Bank & Trust – 1368284.26, Time Deposits – Quoin Financial Bank – 1334149.09, American Rescue Plan Act (ARPA-Federal Funds) – 621696.36, Library Checking – 35143.21, Library Certificates of Deposit – 7551.00, Library Stocks - 12400: Total: \$3,933,249.36.

The forgoing text reflects the approved minutes of the commission.

Greg Palmer, Chairman



Attest:

Doug DeBoer, Auditor

