

**HAND COUNTY COMMISSIONERS
(ALSO PLANNING & ZONING)
PROPOSED AGENDA
TUESDAY, SEPTEMBER 3, 2024 at 1:00 P.M. CST**
2nd Floor - Commission Chambers with Video access via [YouTube](#)
Remote Participation Available if Arranged in Advance

“The fine print”

URL / LINKS are provided when documentation has been provided to us in advance. All such documents are available for download. Paper copies are available upon advanced request. **The Commission Reserves the ability to have an executive session without it appearing on the agenda.** Public Comment is allowed during the meeting by raising your hand to be recognized.(SDCL 1-25-1) and **the proposed agenda is subject to change up and until 24 hours in advance of the meeting.**

CALL TO ORDER & RECITING OF THE PLEDGE OF ALLEGIANCE
REVIEW, MODIFICATIONS AND APPROVAL OF THE PROPOSED AGENDA

- Requests to add or remove an item from the agenda:
- Recognition of Conflicts of Interest:

○

COMMISSION WORK SESSION

- SELECTIVE SERVICE SYSTEM (<https://sss.gov>)
- Local Board reviewing requests for exclusion from the military draft
- Deferments, Postponements, Exemptions & Local Board Membership - [Brochure](#)
 - Local Board Members - [Volunteer Poster](#)
 - Local Board Membership - [Application form](#).
 - Each commissioner was asked to submit 2 names for consideration as board members.

APPOINTMENT 1:30 - Infotech Solutions, LLC of Madison

- [Managed IT services](#) discussion and proposal
- Infotech Solutions, LLC ([handouts](#))

AUDIT COMMENTS

- Failing to execute tax deeds on delinquent properties
 - [Ree Heights Delinquent report](#)
 - [Ree Heights Property Pic 1](#)
 - [Ree Heights Property Pic 2](#)
- U.S.E.P.A. - United States Environmental Protection Agency
 - [“Brownsfields Multipurpose, Assessment, and Cleanup Grant Programs”](#)
 - “EPA is announcing that 180 communities were selected to receive 183 grant awards for a total of \$233 million in funding for Brownfields”
 - [South Dakota Department of Agriculture and Natural Resources - Recipient Information](#)

QUIT CLAIM DEED -

- Review and execution of the [Quit Claim Deed](#) for “the north county shop”
 - Payment has been received.

2025 PROVISIONAL BUDGET - Public Hearing on the adoption of the provisional budget.

- Setting a date for formal adoption if not done at this meeting. Advertised as September 26, 2024
- Auditor’s Comments:
 - The calculated growth for the county is less than estimated. It is .32%. With CPI, the increase allowed without an opt out is 3.32%.
 - The county needs a better asset management platform and a recognized asset manager.
 - The county needs a source of IT support (whether it be internal or external)
 - The county may benefit from a 3, 5 and 7 year asset purchase plan (any item over \$5,000)
- Other Offices / Department Comments:
 -
 -
 -

ROAD & BRIDGE FUND FINANCIAL REPORT - Nicole Gortmaker

- R&B Fund - [Budget Expenditure Report](#)
- R&B Fund - [Fiscal Revenue Report](#)
- R&B Fund - [Combined Statement of Revenues and Expenses](#)
- R&B Fund - [Fund Balance Sheet](#)

- R&B Fund - [Fund Cash Balance Report](#)
- R&B Fund - [Trial Balance](#)
- [Estimated Cash Balance](#)
- [Estimated Budget Status](#)
- Discuss Software Options
- [Sale Invoice for 2012 Macks](#)
- [Bridge Grant Summary](#)
- [2021 Local Federal Grant Estimated Expenses for PCN: 08MU, 08MT, 08MR](#)
- 2021 Local Federal Grant: verification and approval of forms to begin bid letting for repairs
 - Bridge #: 30-194-250
 - Located : 1 N & 1 E of St Lawrence on 197th S over Turtle Creek
 - State Project: BRO-B 8030-(18)
 - Project Control Number: 08MR
 - [Letting Authority](#)
 - [Right-of-Way Certificate](#)
 - [Utilities Certificate](#)
- 2021 Local Federal Grant: verification and approval of forms to begin bid letting for repairs
 - Bridge #: 30-220-166
 - Located : 6 E & 8.4 N of Miller on 366th Ave over Wolf Creek
 - State Project: BRO-B 8030-(19)
 - Project Control Number: 08MT
 - [Letting Authority](#)
 - [Right-of-Way Certificate](#)
 - [Utilities Certificate](#)

3:00 P.M.- Township Meeting for Hand County's 5-Year Hwy Road and Bridge Plan

- [2025-2029 Five Year Plan](#)
- [2025-2029 Five Year Plan Revenue Sources](#)

SAFETY PROGRAM - Nicole Gortmaker

- Request permission to attend the [2024 Annual Safety & Loss Control Training Conference](#) in Pierre on Wednesday, November 20th & Thursday, November 21st. There is a registration cost of \$75.00.
- August 21st Full Staff Training on Office Safety, Safe Lifting, Emergency Action Plans: Active Shooter, Fire Escape & Fire Extinguisher Use had 20 employees in attendance.
- Notification of receiving the Silver Safety & Loss Control Recognition Award from the South Dakota Public Assurance Alliance and the SDML Workers' Compensation Fund.
- Discuss safety committee and policy

HIGHWAY SUPERINTENDENT'S REPORT - Jeff Hargens

- Revisit Hulbert Township bridge replacement via the RAIF program
- Riverside/Ree Heights culvert replacement
- Structures going from township bridges to county bridges in Riverside, Plato & Logan Townships
- Speed limit on

ASSESSOR - Jaime Russell

- IAAO 101 class online-requirement for continued education certification, during the week of September 16th instead of going to class in Oacoma.

ADJOURN AS THE COUNTY COMMISSION TO CONVENE AS THE PLANNING & ZONING COMMISSION

- Quarterly (required) meeting:
- The latter part of September and the month of October all active building permits will be reviewed; 45 in the townships, Building Permits to be reviewed and 29 within the City of Miller.

PLATS FOR REVIEW & CONSIDERATION - Doug DeBoer

- [Yost Addition](#)
- [Nelson's Second Addition](#)
- [Clement-Poindexter Addition](#)
- [Kellogg Addition](#)

GENERAL FUND FINANCIAL REPORT - Doug DeBoer

- [Revenue Report](#)
- [Expenditure Report](#)
- [Combined Statement of Revenues & Expenditures](#)

- [Cash Balance Report](#)
- [Balance Sheet](#)
- [Reconciled cash / asset report](#) (balanced between treasurer & auditor offices)
- [Treasurer's report of property taxes collected and apportioned.](#)

AUDITOR'S REPORT(S) - Doug DeBoer-

- SDML - Workers Compensation Fund - Request for 2025 Renewal
 - By providing the renewal (on 8.12.24), we are eligible for the 19% renewal credit.
 - Based on an estimated 58 employees and \$1,739,006 in payroll.
- Parking Lot Idea
 - [Revised image](#)
- ACH Payments - Approval
 - Use the SD-DOR as the guinea pig.

EMERGENCY MANAGEMENT - Arlen Gortmaker

- Hand/Buffalo District
 - FFY 2025 - Local Emergency Performance Grant (LEMPG)
 - Offer of continuing the Federal Grant as a subrecipient.
 - Must be returned by September 30, 2024
 - [Subrecipient Agreement](#) between Hand/Buffalo District and State of South Dakota

MINUTES OF PRIOR MEETING(S) - Doug DeBoer

- Minutes of the August 6, 2024 regular meeting

CONSENT AGENDA ITEMS - Doug DeBoer

- Acknowledgements / Receipt of Documents or Reports
 - [Building Permits for August](#)
 - [Registrar's financial statement for July](#)
 - [Payroll ledger for August](#)
 - [Library Board's approved minutes for July](#)
 - [Library Board's draft minutes for August](#)
- Approvals
 - Bills / claims / vouchers submitted for payment

CORRESPONDENCE DIRECTED TO THE COMMISSION - [Link to see items on Website](#)

EXECUTIVE SESSION - [SDCL 1-25-2](#) and parentheses / subsection: (1) - Personnel, (3) - Legal counsel, review of legal communications, (5) - strategies or (6) - public safety.

FUTURE MEETING SCHEDULE:

- Set the November meeting date due the General Election on Tuesday the 5th.

ADJOURNMENT