

January 4th, 2022

**UNAPPROVED MINUTES:** The Hamlin County Board of Commissioners met on Jan. 4, 2022 with the following members present: Noem, Saathoff, Baldwin, Rudebusch and Roe. No one absent. John Delzer States Attorney was also present.

The Chairman led the Board in the Pledge of Allegiance.

Motion by Saathoff seconded by Baldwin to approve the agenda as posted. All members voting Aye. Motion Carried.

Motion by Rudebusch seconded by Roe to approve the minutes of Dec. 21, 2021 All members voting aye. Motion Carried.

The Auditor took the floor and called for nominations for Chairman of the Board. Baldwin nominated Doug Noem for Chairman. Leland Roe nominated Larry Saathoff for Chairman. Noem made a motion that nominations cease seconded by Rudebusch. All members voting Aye. Paper ballots were given to the Board. By paper ballot vote Doug Noem was elected Chairman of the Board.

The Chairman called for nominations for Vice Chairman of the Board. Rudebusch nominated Baldwin for Vice Chairman. Baldwin nominated Saathoff for Vice Chairman of the Board. Noem made a motion that nominations cease seconded by Roe. All members voting Aye. Paper ballots were given to the Board. By paper ballot vote Larry Saathoff was elected Vice Chairman of the Board.

**HIGHWAY DEPT:** No Highway dept met with the Board due to illness.

**EXECUTIVE SESSION:** Motion by Rudebusch seconded by Roe to go into executive session at 9:50 am for personnel reasons (SDCL 1-25-2) (1) All members voting Aye. Motion Carried. The Chairman declared them out at 10:20 am

**PUBLIC COMMENT:** The Board did not receive any public comment.

**FIRST DISTRICT CONTRACT:** Present for this was Chris Schafer Director of Equalization and Gayleen Rothenberger Deputy Director of Equalization. Both the contract for Zoning with First District and the GIS contracts were discussed. Chris would like to have the building permits for zoning in his office and have First District handle variances, conditional use and zoning board meetings. The zoning board would like to see someone be in the courthouse for permits. Motion by Saathoff seconded by Rudebusch to authorize the Chairman to sign the Letter of Agreement with First District Assoc. for work activities of County GIS website Hosting at the cost of \$5,000.00 for the year of 2022 and the Letter of Agreement with First District for \$2,000.00 for the year 2022 for County Director of Equalization Parcel Update Needs. All members voting aye. Motion Carried. Motion by Rudebusch seconded by Saathoff to authorize the Chairman to sign the Letter of Agreement with First District to provide administrative and technical assistance services to Hamlin County Planning Commission and County Commission in zoning and subdivision ordinance administration in the amount of **\$40,000.00** for the year. Contract may be terminated upon thirty days written notice by either party. Four members voting Aye. One member voting Nay. Motion Carried.

**LAND AGREEMENT:** Motion by Roe seconded by Rudebusch to allow the Auditor to write a check for the purchase of land for the overhead bridge project if this is needed before the next Commissioners meeting and the States Attorney will request such payment be made. All members voting aye. Motion Carried.

**ZONING BOARD MEMBERS:** Motion by Saathoff seconded by Roe to reappoint for three-year terms Richard Wiarda District 1 Zoning Board member and Martin Prouty At Large zoning board member. All members voting Aye. Motion Carried.

**SDPAA CONTRACT:** Motion by Roe seconded by Baldwin to authorize the Chairman to sign the revised Intergovernmental Contract with South Dakota Public Assurance Alliance which reflects the changes adopted by the SDPAA Board of Directors. All members voting Aye. Motion Carried.

**SURPLUS:** Motion by Rudebusch seconded by Baldwin to surplus a 2014 Dodge Ram Pickup in the Sheriffs Dept. and to advertise for sealed bids on such to the Hamlin County Auditor by Feb. 1 at 11:00 am. All members voting aye. Motion Carried.

**SCRAP IRON & TIRES:** Motion by Rudebusch seconded by Roe to allow the Highway Dept to sell scrap iron and tires throughout the year and turn in money to Treasurer. All members voting Aye. Motion Carried.

**CREDIT CARDS AND BILL PAYING:** Motion by Baldwin seconded by Saathoff to allow county employees to use the county credit card and allow the Auditor to pay such or any other bills which charge late fees or would result in a disconnect of services and the auditor to present such bills at the next Commissioners meeting. All members voting Aye. Motion Carried.

**BURIAL RATE:** Motion by Roe seconded by Baldwin to set the burial rate at complete burial or cremation \$1,500.00 for an adult and \$850.00 for a child up to five years old. All members voting Aye. Motion Carried.

**TRAVEL RATES:** Motion by Saathoff seconded by Rudebusch to set the following travel rates of .42 cents per mile and actual rate for lodging (employee must direct bill and if not and if tax is charged employees must pay the tax. A County vehicle must be used for travel if available. Meal rates are state rates of breakfast \$6.00 lunch \$14.00 and supper \$20.00 All members voting Aye. Motion Carried.

**OFFICIAL NEWSPAPERS:** Motion by Roe seconded by Baldwin to set the Hamlin County Republican, Herald Enterprise and Bryant Dakotan as the official newspapers for the County. All members voting Aye. Motion carried.

**COMMISSIONER BOARD APPOINTMENTS:** Motion by Baldwin seconded by Rudebusch to set the following board appointments:

Commissioner Noem Weed Board, First District Rep.

Commissioner Rudebusch Glacial Lakes, Courthouse Maintenance Rep, Brookings Housing

Commissioner Saathoff Zoning Board , Highway Rep

Commissioner Roe Human Service Board, Emergency & Disaster Rep

Commissioner Baldwin, Nurses Rep, Extension Committee and Purchasing Committee.

All members voting Aye. Motion Carried.

#### **CLAIMS PAID:**

COMMISSIONERS: Hamlin County Publishing 858.04 SDACC dues 1875.00 SDML Workers Comp Insurance 1970.00 Total gross salaries for complete dept 5100.00 benefits 1252.02 Total Commissioners expense 11,055.06

ELECTIONS: Hamlin County Publishing 38.84

COURT: Tera Wolf Interpreter 200.00 mileage 25.20

AUDITOR: SDACO dues 320.93 Connecting Point repairs 16.00 ITC phone 50.77 PMB state access 10.75 Total gross salaries for complete dept 4704.15 benefits 359.87 Total Auditors expense 5472.47

TREASURER: SDACO dues 320.93 Connecting Point repairs 10.00 ITC phone 98.17 PMB state access 20.75 Total gross salaries for complete dept 9103.21 benefits 2527.86 Total Treasurers expense 12,080.92

POSTAGE COPIES: Quadient Finance postage 707.00 quarterly postage meter rental 170.60

STATES ATTORNEY: Delzer Law Secretary 750.00 ITC phone 85.75 SDML Workers comp insurance 109.00 Total gross salaries for complete dept 5255.00 benefits 1571.86 Total States Attorney expense 7771.61

COURT APPOINTED ATTORNEY: Austin, Strait, Benson & Thole 346.50

COURTHOUSE MAINT: Culligan Water 118.75 Dust Tex floor mats 87.69 Hayti Town water & sewer 47.50 ITC internet 1.53 Menards supp 57.27 SDML Workers comp insurance 1115.00 Trane supp 32.57 Northwestern Energy Heat 1259.05 Total gross salaries for complete dept 3135.33 benefits 1407.44 total Courthouse Maint expense 7551.13

DIRECTOR OF EQUALIZATION: Capital One -Wal Mart supp 11.72 ITC phone 98.17 McLeods Printing supp 100.00 Total gross salaries for complete dept 9662.50 benefits 3115.64 Total Director of Equalization expense 12,988.03 REGISTER OF DEEDS: SDACO Dues 320.92 ITC phone 56.02 PMB state access 20.75 Total gross salaries for complete dept 5669.68 benefits 773.91 Total Register of Deeds expense 6841.28

ANIMAL BOUNTY: Dixon Township gopher bounty 14.00

VETERANS SERVICE: Total gross salaries for complete dept 950.00 benefits 129.70

SHERIFF: Atlantis Global supp 354.90 Cutting Edgz repairs 500.00 ITC phone 260.37 Karls Equipment 3787.00 Northern Safety Tech Equipment 191.40 SD DOT gas 379.16 SDML Workers Comp insurance 6841.00 Tritech Software program 8538.76 Watch Guard supp 207.00 Whites Welding Repairs 4148.74 Total Sheriffs expense 25,587.18 benefits 8134.12 Total Sheriffs expense 58,929.63

CORONER: Sanford Health autopsy 2340.00

LIEAP: ITC phone 53.22

NURSE: SDML Workers Comp insurance 3.00 Donna Eide travel 14.00 Total gross salaries for complete dept 2078.00 benefits 939.11

RECREATION: Clausen & Sons Hazel Town Recreation 500.00

EXTENSION: Capital One-Wal Mart supp 22.96 ITC phone 99.67 Total gross salaries for complete dept 3053.00 benefits 1065.72 Total Extension expense 4241.35

WEED: ITC phone 94.67 SDML Workers Comp insurance 1694.00 Total gross salaries for complete dept 3375.00 benefits 1111.25 Total Weed expense 6274.92

ZONING: Hamlin County Publishing 75.48 Total Per Diem 875.00 benefits 70.82

ROAD: Asphalt Paving mat overlay 290,164.51 AT& T cell phone 47.67 Dept of Ag fees charged on gravel pits 400.00 Hamlin Building Center supp 122.53 Ottertail Power Util 17.80 SDML Workers Comp insurance 15,857.00 Transource Truck parts 83.94 State Treasurer excise tax 480.50 Northwestern Energy Util 27.81 Total gross salaries for complete dept 34,158.60 benefits 10,841.33 Total Road expense 352,201.69

911: ITC trunking charge 374.33

AG BUILDING: ITC PHONE 84.42 Menards supp 112.91 Northwestern Energy heat 276.86

EMERGENCY & DISASTER: AT&T cell phone 50.35 Codington County Search Prof fee 1500.00 ITC phone 158.39  
Jutting Grocery supp 5.99 SDML Workers Comp insurance 136.00 total gross salaries for complete dept 4175.00  
benefits 569.86 Total Emergency & Disaster expense 6595.59

DOMESTIC ABUSE: Womens Resource Center marriage licenses and divorce fees 75.00

ECONOMIC DEV: First District Dev. Loan revolving interest 312.51  
BOOKMOBILE: SDML Workers Comp insurance 199.00 Total gross salaries for complete dept 3693.16 benefits  
426.90

STATE 24/7: State 24/7 Program fees collected 845.00

WIC: Total gross salaries for complete dept 900.00 benefits 117.06

COUNTY 24/7 : total gross salaries for complete dept 752.79 benefits 99.81

TREASURERS CASH COUNT: Commissioners Noem and Roe did the semiannual check of money on hand in the Treasurer  
Total \$9,071,151.14

WHEEL TAX TO TOWNSHIPS AND CITIES:

Castlewood Twp	\$843.82
Brantford Twp	\$1983.71
Garfield Twp	\$1199.11
Hamlin Twp	\$977.05
Dempster Twp	\$1154.70
Florence Twp	\$932.64
Hayti Twp	\$1243.52
Cleveland Twp	\$1021.47
Opdahl Twp	\$1450.78
Dixon Twp	\$1421.17
Norden Twp	\$1835.68
Oxford Twp	\$1361.95
Estelline Twp	\$1347.15
Castlewood City	\$247.40
Bryant City	\$177.97
Estelline City	\$228.96
Hayti Town	\$108.66
Hazel town	\$51.61
Lake Norden City	\$147.03
Total	\$17,734.38

QUARTERLY DISTRIBUTION MOTOR VEHICLE FEES TO TOWNSHIPS:

Castlewood	\$2068.61
Oxford	\$3338.81
Brantford	\$4863.06
Garfield	\$2939.61
Norden	\$4500.14
Estelline	\$3302.52
Hamlin	\$2395.24
Dempster	\$2830.73
Florence	\$2286.36
Hayti	\$3048.48
Cleveland	\$2504.41
Opdahl	\$3556.56
Dixon	\$3483.70
Total	\$41,118.23

GAME LICENSES TO TOWNSHIPS:

Castlewood	\$384.56
Oxford	\$620.69
Brantford	\$904.04
Garfield	\$546.47
Norden	\$836.58
Estelline	\$613.94
Hamlin	\$445.28
Dempster	\$526.23
Florence	\$425.04
Hayti	\$566.71
Cleveland	\$465.52
Opdahl	\$661.17
Dixon	\$647.67
Total	\$7,643.90

QUARTERLY DISTRIBUTION MOTOR VEHICLE LICENSES TO CITIES & TOWNS:

Bryant	\$1,915.28
Castlewood	\$2,662.35
Estelline	\$2,463.68
Hayti	\$1,169.24
Hazel	\$555.65
Lake Norden	\$1,581.07
Total	\$10,347.27

QUARTERLY DISTRIBUTION CITIES ROADS TO CITIES & TOWNS:

Castlewood	\$388.65
Hazel	\$68.16
Bryant	\$223.54
Lake Norden	\$215.95
Hayti	\$293.80
Estelline	\$428.85
Total	\$1,618.95

SALARY SCHEDULE: Motion by Rudebusch seconded by Baldwin to approve the following for the 2022 salary schedule. All members voting aye. Motion Carried. Monthly Salaries plus Longevity:

Douglas Noem - Chairman, \$1,060.00  
Larry Saathoff - Vice Chairman, \$1,060.00  
Jay Baldwin - Commissioner, \$1,060.00  
Randall Rudebusch - Commissioner, \$1,060.00  
Leland Roe - Commissioner, \$1,060.00  
Jessica Delzer - Treasurer \$4373.00 + longevity \$25.00  
Amber Raasch - Register of Deeds Director \$4,373.00 + longevity \$25.00  
Dixie Opdahl - Auditor \$4,664.00 + longevity \$225.00  
Chris Schafer - Director of Equalization CAA \$4,478.00 + longevity \$25.00  
John Delzer - State's Attorney \$4,590.00 + longevity \$25.00  
David Schaefer - Emergency Manager \$5,050.00 + longevity \$100.00  
Bryan Pedersen - Highway Superintendent \$4,958.00 + longevity \$175.00  
Chad Schlotterbeck - Sheriff \$5,196.00 + longevity \$125.00  
Gary Schumacher - Deputy State's Attorney \$954.00  
Cheslie Gustafson - Lead Maintenance \$3,145.00 + longevity \$25.00  
Gayleen Rothenberger - Deputy Director of Equalization CAA \$3,392.00 + longevity \$25.00  
Donna Eide - Clerical \$3,077.00 + longevity \$75.00  
Deb Goebel - Office Administrator \$3,077.00 + longevity \$200.00  
Cody Michalski - Weed Supervisor \$3,392.00

Hourly Rates Plus Longevity:

Sheila Jewell - Deputy Treasurer \$16.83  
Bobby Hemish - Deputy Treasurer \$16.83  
Renee Platz - Deputy Treasurer \$18.02  
Peggy Martz - Deputy Register of Deeds \$16.83  
Don Guthmiller - Deputy Auditor \$16.83  
Teresa Peterson - \$16.83  
Teresa Roepke - Office Manager \$17.76  
Cynthia Wagner \$14.00  
Tristin Molitor - Deputy Sheriff \$23.83  
Tayt Alexander - Chief Deputy Sheriff \$25.04 + 100.00 website + 75.00 longevity  
Zach Vidmar - Deputy Sheriff \$22.00  
Taylor Shantz - Deputy Sheriff \$22.00  
Darrion Poppen - Deputy Sheriff \$23.83 + longevity 25.00  
Cathy Popham - Office Administrator \$20.14 + longevity \$150.00  
Ronald Moore - Highway Worker \$20.77 + longevity \$25.00  
Rodney Anderson - Highway Worker \$20.77 + longevity \$50.00  
Jeff Shepherd - Highway Worker \$20.77 + longevity \$75.00  
Alan Gallisath - Highway Worker \$20.77 + longevity \$50.00  
Stanley Singrey - Highway Worker 20.77 + longevity \$200.00  
Daniel Platz - Highway Worker \$20.77  
Jay Kasdorf - Highway Worker \$19.77  
Eric Solsaa - Highway Worker \$20.77 + longevity 75.00

Weed Summer Help \$18.08 - \$19.08, Extension Summer Help \$12.00, Janitor Help \$16.00, Coroner \$159.00 per case, Election Workers \$15.00, Zoning Board \$125.00 per meeting, Weed Board \$50.00 per meeting, Weed all day meeting \$100.00

Meeting adjourned at noon until January 18th, 2022 at 9:30 am in the Commissioners Room County Courthouse at Hayti.

Douglas Noem  
Chairman of the Board

ATTEST:  
Dixie Opdahl  
Hamlin County Auditor

It is the policy of Hamlin County SD not to discriminate on the basis of color, national origin, sex, religion, age or disability in employment or the provision of service.