

**Unapproved  
MARSHALL COUNTY COMMISSION MEETING  
Britton, South Dakota**

The Board of County Commissioners met in regular session at 9:00 a.m. on April 21, 2020 at the Marshall County Courthouse. Members present were Medhaug, Knebel, Schuller, Luttrell, and Jones. Commissioner Medhaug presided. The meeting was open to the public and was offered via Zoom on computer and conference call. Shannon Lee, Lori Amerman, and Sandy Dinger were present for a majority of the meeting via Zoom.

**AGENDA:**

Schuller moved, Luttrell seconded to approve the agenda for April 14, 2020. All members voted aye.

**MINUTES:**

Jones moved, Knebel seconded to approve the minutes for March 24, 2020. All members voted aye.

**CLAIMS:**

Schuller moved, Luttrell seconded to approve and pay the following claims. All members voted aye. PAYROLL by department: April 16, 2020: Commissioners 1403.90; Auditor 3178.81; Treasurer 3758.14; States Attorney 1459.68; Courthouse 1667.57; Director 4573.35; Register 3299.88; VSO 670.02 Community Building 619.97; Sheriff 29706.23; Jail 8234.82; Coroner 275.00; Welfare 467.61; Ambulance 8521.26; Extension 1415.20; Zoning 1457.36; Highway 15775.19; E911 4791.83; Emergency Management 567.33;

EMPLOYER FICA & MEDICARE: First Savings Bank 10182.26

EMPLOYER SOUTH DAKOTA RETIREMENT SYSTEM: 4703.94

APEX SOFTWARE	235.00
AVERA PATIENT FINANCIAL SE	3,000.00
BAUS REPAIR	60.04
BOUND TREE MEDICAL LLC	479.30
BUHLS VALET DRYCLEANERS	26.00
CDJ ELECTRIC PLUMBING	83.28
CENTURY LINK	332.79
COGLEY LAW OFFICE, PROF LL	1,365.70
CREDIT COLLECTIONS BUREAU	28.65
DAKOTA CONTAINERS	3,575.00
DAMIAN BAHR	47.15
DELANEY NIELSEN SANNES PC	4,090.12
DOODY LAW OFFICE LLC	128.50
EDEN OIL	1,292.00
FAULK COUNTY SHERIFF'S OFF	850.00
HOFLAND ENGINEERING INC	5,948.32
JASON DEVINE	60.00
L & R KREEMEE	100.00

MARC	363.20
MARCO INC	114.16
MARCO TECHNOLOGIES LLC	32.72
MEYER HARDWARE HANK	165.15
NORTHSIDE IMP LLC	65.57
QUARVE DRUG	19.73
QUILL CORPORATION	1,569.81
REIN CONSTRUCTION INC	3,554.26
SCOTT'S LUMBER	109.96
SMITH, SUSAN	25.00
STRAND THEATRE	110.00
SUPER 8 ABERDEEN WEST	429.10
VENTURE COMMUNICATIONS	2,653.73
VERIZON WIRELESS	160.04
ZAHN, SARAH	88.60

**ZONING/DRAINAGE:**

Erin Collins-Miles, Zoning and Drainage Director met with the board to discuss Zoning and Drainage business. Ross and David Vig, and Kirk Rabenberg were present via Zoom.

Schuller moved; Jones seconded to approve an application for Charles K. Rabenberg & Son to drain on the property described as the SW1/4 of Section 28, T127N, R57W. Conditions to this permit are as follows; to make the construction completion date as seen on permit application: December 1, 2025. Applicant must reapply after said date. All members voted aye.

Luttrell moved; Knebel seconded to approve an application for Charles K. Rabenberg & Son to drain on the property described as the E1/2 of Section 29, T127N, R57W. Conditions to this permit are as follows; to make the construction completion date as seen on permit application: December 1, 2024. Applicant must reapply after said date. All members voted aye.

Jones moved; Schuller seconded to approve an application for Charles K. Rabenberg & Son to drain on the property described as the NW1/4 and SW1/4NE1/4 of Section 16, T126N, R57W. Conditions to this permit are as follows; to make the construction completion date as seen on permit application: December 1, 2025. Applicant must reapply after said date. All members voted aye.

Schuller moved; Knebel seconded to approve an application for David Vig to drain on the property described as the SE1/4 EXC LOT 1 EXC TOWER of Section 15, T128N, R53W. Conditions to this permit are as follows; to make the construction completion date as seen on permit application; but with extension: December 1, 2025. Applicant must reapply after said date. All members voted aye.

Luttrell moved; Knebel seconded to approve an application for David Vig to drain on the property described as the NE1/4 EXC LOT 1, RAILROAD FIRST ADDITION EXC H1 HWY of Section 23, T128N, R53W. Conditions to this permit are as follows; to make the construction completion date as seen on permit application; but with extension: December 1, 2025. Applicant must reapply after said date. All members voted aye.

Luttrell moved; Jones seconded to approve an application for Ross Vig to drain on the property described as the N1/2 of Section 34, T129N, R53W. Conditions to this permit are as follows; to

make the construction completion date as seen on permit application; but with extension: December 1, 2025. Applicant must reapply after said date. All members voted aye. Knebel moved, Jones seconded to approve a building permit for William Rice in Buffalo Township. All members voted aye.

### **HIGHWAY:**

Dustin Hofland, Highway Superintendent met with the board and Sandy Dinger, Highway Secretary was present via Zoom to discuss Highway Department business. The following Bids were opened and publicly read for MC 05(2020) 05A Asphalt Surface Repair and Chip Seal: Bituminous Paving \$491,130.40; Jensen Rock & Sand \$483,523.62. Luttrell moved, Jones seconded to accept the bid form Jensen Rock & Sand pending Engineer approval of the bid numbers. All members voted aye.

Hofland informed the board that Newport Colony has requested permission to run a manure hose along the rocks along County Road 11G rather than in the water. Hofland will look into whether any type of permit is required for this. Hofland informed the roads that road conditions are not very good due to spring thawing and high water. He does not foresee taking road restrictions off any time soon.

Luttrell moved, Schuller seconded to authorize the chairman to sign the 2020 Pavement Marking Agreement with the SDDOT for striping on 1AN and 2AE. All members voted aye.

Dinger asked the board about mileage rates when an employee uses their own vehicle to check roads. Hofland clarified that anyone using their own vehicle checks with him first to see if a County vehicle is available, so personnel policy regarding reimbursement should be followed accordingly.

Hofland stated that the vehicles used by the highway department are getting old and not very reliable. He will begin looking into replacements on state bids.

### **FUTURE MEETING DATES:**

The board set the following dates for future Commission meetings: May 5 & 19, June 4 & 16, and July 14 & 28.

### **COURTHOUSE CLOSURE:**

The board discussed the current Covid-19 situation. Schuller moved, Knebel seconded to extend the resolution passed on April 14, 2020 closing all County buildings to the public with the following exceptions:

**NOW THEREFORE, BE IT RESOLVED**, by the Marshall County Commission that:

1. Effective immediately, all Marshall County Facilities are closed to the general public except for the parties of lawsuits in the courtroom on court days as scheduled by the Unified Judicial System. Marshall County will conduct business by mail, email, online, by phone or by arranging to work face-to-face/in person on a case-by-case basis. The Auditor's Office will allow voters in to vote absentee but would like to encourage individuals to fill out an absentee ballot application and vote by mail if at all possible. Individuals wishing to vote in the Auditor's office will need to call (605) 448-2401 to be let into the Courthouse. The Treasurer's office will allow individuals in to do title transfers by appointment only. Appointments may be

requested by calling (605) 448-2451. All other business with the Treasurer's office must be done by phone, mail, or the drop box in the Courthouse entryway. The Register of Deeds office will allow individuals in to apply for a marriage license by appointment only. Appointments may be requested by calling (605) 448-2352. All other business with County offices must be done by phone, mail, or email. Items for offices located in the Courthouse may be left in the drop box in the Courthouse entryway.

2. Effective immediately, Marshall County Offices shall minimize staffing in each office and encourage those that do not need to work to stay home. Employees will be paid at their regular average rate and hours and are asked to work from home if able. Offices will still have one employee in each office to answer phones and handle daily business. Rotating schedules will be set at the discretion of the department head. This section of the resolution does not apply to the County Highway Department and Sheriff's Office. Employees displaying possible symptoms of Covid-19 will be handled at the discretion of the department head.
3. Effective immediately, in cases when a member(s) of the public displays symptoms of COVID-19, as specified by the South Dakota Department of Health, the County offices are directed to refuse face-to-face/in person service and encourage the individual(s) to seek medical attention as specified by public health authorities.
4. Effective immediately, Marshall County businesses should take precautions as advised by the federal and state government to reduce the spread of COVID-19.
5. This Resolution shall remain in effect until May 5, at which time the Commissioners will review and may extend the Resolution.
6. Any violation of this Resolution is subject to the general penalty provision in SDCL 7-18A-32. Each day a violation of this Resolution is allowed to occur is considered a separate offense.

**BE IT FURTHER RESOLVED**, that this Resolution is necessary for the immediate preservation of the public peace, health, safety, and welfare of Marshall County and shall become effective immediately upon passage.

Dated this 21st day of April, 2020.

All members voted aye.

**VETERAN'S SERVICE OFFICER:**

The board reviewed a Quarterly Report submitted by the Veteran's Service Officer.

**ABATEMENT:**

Schuller moved, Knebel seconded to deny an application for abatement from Clinton and Lisa Kann. Reason: The property was Classified as Other on the tax bill, but was Owner Occupied for 5 months, so the applicants have requested that it be taxed as Owner Occupied for 5 months

and Other for 7 months. This type of split on property type is not usually done, properties are classified as one type for the whole year. All members voted aye.

**COURTHOUSE BOND ELECTION:**

The board discussed publishing information about the Courthouse Bond Election in order to present information to the public regarding what they are voting on in the June Primary Election. Proposed floor plans and tax amounts will be published in the local newspaper.

**WEED DEPARTMENT:**

Jones discussed with the board that David Nelson, Weed supervisor had talked to him with concerns about training a new secretary when he plans to retire in the next year. Karen Mikkelson has agreed to continue to perform the weed secretary duties after her retirement from the Extension Office. Knebel moved, Jones seconded to continue Karen Mikkelson's pay on a part-time basis for the Weed Department Secretary upon her retirement from the Extension Office. All members voted aye.

**EMPLOYEE PAY:**

The board approved for the pay raise for Karole Chapin approved on March 24 and for Scott Stiegelmeier approved on April 14 to be back-dated to the pay period beginning closest to their 6-month anniversary date.

**EXECUTIVE SESSION:**

Schuller moved, Jones seconded to enter into executive session at 10:32 am to discuss personnel issues. Deputy State's Attorney Victor Rapkoch was present. The Chairman called the board out of executive session at 10:47 am. No action was taken.

**ADJOURN:**

Schuller moved, Jones seconded to adjourn. All members voted aye.

**ATTEST:**

\_\_\_\_\_  
Doug Medhaug, Chairman

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Megan Biel, Auditor

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