

# AURORA COUNTY COMMISSIONER PROCEEDINGS

January 5, 2023

The meeting was called to order at 9:00 AM by Auditor Susan Urban with Clyde Dethlefsen, Randy Niles, Roger Hanten, John Paul Studeny, and Travis Clark present.

The Pledge of Allegiance was recited.

Commissioners Clyde Dethlefsen, Randy Niles, and Travis Clark took their oaths of office.

The Auditor called for nominations for the 2023 chairman. Studeny nominated Clyde Dethlefsen. Hanten nominated Travis Clark. A motion was made by Studeny, seconded by Clark to cease nominations for chairman. Motion carried all voting aye. Votes were cast for the 2023 chairman. Both Dethlefsen and Clark received two votes each. Dethlefsen broke the tie by agreeing to take the position of chairman. Chairman Dethlefsen then asked for nominations for Vice Chairman. Clark nominated John Paul Studeny. Studeny nominated Travis Clark. A motion was made by Studeny, seconded by Hanten to cease nominations for vice chairman. Motion carried all voting aye. Votes were cast for the 2023 vice chairman. Clark was declared vice chairman with 4 ayes and 1 nay.

There was no public input.

A motion was made by Studeny, seconded by Clark to approve the agenda. Motion carried all voting aye.

A motion was made by Hanten, seconded by Clark to approve the minutes of the December 29<sup>th</sup> meeting. Motion carried all voting aye.

There was no highway report.

Chairman Dethlefsen reported that there is a road west of him that drifts really bad and suggested building a ridge of snow in the field to help stop the snowdrifts. Dethlefsen informed the commission that Norvil Dykstra was planning on doing the same thing in another spot as well and offered to do it when he does the other area. In the past, some farmers have done this and it has helped decrease the drifts on roads.

Discussion was held on overtime pay for the highway crew and keeping a close eye on the highway budget. Chairman Dethlefsen stated that he has spoken with the highway superintendent and said Doug is keeping a close

watch on the overtime hours. The Commissioners feel it is necessary to keep the safety of others in mind and that the highway superintendent needs to make that judgement call on when to have his guys out there removing the snow. If overtime is warranted to do that, then the highway superintendent needs to make that call without worrying about the overtime. Commissioner Studeny stated that there has to be some judgement call involved, for instance, it's not necessary to go out when it's snowing and you can't keep up. If we need to, we will pay the overtime in order to keep the roads clear for the safety of others. It was also noted that we need to make sure that someone is available to clear the way for an ambulance in emergency situations. A motion was made by Studeny, seconded by Clark to allow the highway department to use the overtime hours as needed for the safety of the public and the operators during snow emergencies. Motion carried all voting aye

Commissioner Hanten noted that the blade operators need to put the wing down and throw the snow off the shoulders of the road when going down it when they are headed out to an area. As long as they are going down the road, put the wing down and be more efficient, said Hanten.

Commissioner Hanten questioned the \$1,000 bill from Butler/Cat for a fender on the new machine. It was not known how the fender had gotten damaged. Hanten told the Commission the fender should be taken off when any dirt work is done otherwise it will ruin it.

Weed Supervisor Skyler Kehn spoke to the Commission about the attendance of weed board members at meetings and appointing members for 2023. Skyler will contact a couple of individuals to see if they are interested before the Commission makes the appointment later today.

Skyler told the Commission there is \$10,000 budgeted for repairs in the weed budget for 2023. He informed them that his plans are to replace the motor pump and the injection pump on the weed truck as well as some minor things. Skyler stated that he wants to get this done early enough so he will be ready to go when the spray season starts.

A motion was made by Hanten, seconded by Clark to approve the sale of the automatic transfer switch on the online public surplus auction site for \$375.00. Motion carried all voting aye.

A motion was made by Studeny, seconded by Hanten to authorize the Chairman to sign the multi county James Valley Drug Task Force agreement. Motion carried all voting aye.

A motion was made by Studeny, seconded by Clark to give authorization to add Sheriff Deputy Kyle Ness to the sheriff's VISA card account. Motion carried all voting aye.

The Commission discussed the school lodging request that was brought to the Board at the last meeting by Director of Equalization Tina Gerlach. After much discussion, a motion was made by Studeny, seconded by Clark to allow the director of equalization's office spend above the county's rate for lodging as it is a required training and they have exhausted other options for lodging and due to the number of days they will be at school in Rapid City. Motion carried all voting aye. It was noted that this is a one-time exception.

Auditor Susan Urban reported that the SDACO will sponsor a mock election in Pierre on January 23<sup>rd</sup> that will be put on by ES&S for the legislators to help educate them on how SD elections are run and that they are safe & secure. There will be a cost for ES&S to do this and the association is asking for the counties to contribute. Urban stated that she does not plan on going, but asked if the County would be willing to help pay a small fee for ES&S to put on the mock election. The Commission agreed since it will more than likely be under \$50.00.

A motion was made by Clark, seconded by Studeny to enter into executive session as per SDCL 1-25-2(1) at 10:55 AM. Motion carried all voting aye. The Chairman declared the Commission out of executive session at 11:56 AM with no official action taken.

A motion was made by Clark, seconded by Studeny to make the following appointments. Motion carried with Niles, Hanten, Studeny, and Clark voting aye. Dethlefsen abstained.

**Coroner:** Diana Spinar

**Deputy Coroner:** Roman Briggs

**Veterans Service Officer:** Audrey Chapman

**Emergency Manager/Weed Supervisor:** Skyler Kehn

**Zoning Administrator:** Tina Gerlach

**Deputy Zoning Administrator:** Elizabeth Maine

**Custodian:** Cheryl Dethlefsen

A motion was made by Studeny, seconded by Hanten to appoint Joe Koch to the zoning board as well as Travis Clark as the county representative. Motion carried with Dethlefsen, Niles, Hanten, and Studeny voting aye. Clark abstained.

Other Members of the Zoning Board are:  
John Paul Studeny      Peter Licht  
Blake VanGorp      Dan VanDrongelen  
Andy Espedal

A motion was made by Clark, seconded by Hanten to designate the following. Motion carried with Dethlefsen, Niles, Clark, and Hanten voting aye. Studeny abstained.

**Official Newspapers:** SD Mail, Standard Publishing, and Stickney Argus

**Bank Depositories:** Farmers & Merchants State Bank- Plankinton & White Lake, and American Bank & Trust - Stickney.

**Site for Foreclosure Sales:** Inside the front door of the Courthouse.

**Official Posting Board:** Courthouse bulletin board & front door of Courthouse.

**Income Guidelines for Poor Applications:** as per [www.fns.gov/snap/income-rules-incomes-limits](http://www.fns.gov/snap/income-rules-incomes-limits)

A motion was made by Studeny, seconded by Niles to authorize the Chairman or Auditor to sign EM&D quarterly reports and time sheets during the year. Motion carried all voting aye.

A motion was made by Hanten, seconded by Studeny to send a letter to invite the SD Highway Patrol into the County for the purpose on enforcing applicable weight limits and sign the following resolution. Motion carried all voting aye.

### **RESOLUTION TO ENFORCE WEIGHT LIMITS**

WHEREAS overweight vehicles cause damage to roadways; and

WHEREAS the taxpayers bear the burden of the cost of road repair;

NOW THEREFORE BE IT RESOLVED that the Aurora County Commission hereby invites the South Dakota Highway Patrol into Aurora County for the purpose of enforcing the applicable weight and load restrictions on the oil roads of Aurora County.

Dated this 5<sup>th</sup> day of January, 2023.

Randy Niles, Commissioner Dist. 1

Roger Hanten, Commissioner Dist. 2

Clyde Dethlefsen, Commissioner Dist. 3

John Paul Studeny, Commissioner Dist. 4

Travis Clark, Commissioner Dist. 5

ATTEST: Susan Urban, Auditor

A motion was made by Clark, seconded by Hanten to approve and sign the following resolution regarding the designation of rangeland fire coordinator. Motion carried all voting aye.

RESOLUTION DESIGNATING AURORA COUNTY  
RANGELAND FIRE COORDINATOR

WHEREAS, the Board of County Commissioners of Aurora County has the authority, pursuant to SDCL 41-20A-11, to request assistance of range fires within the County from the State Wildland and Fire Coordinator; and

WHEREAS, the Board of County Commissioners has the authority to designate persons to act on behalf of the Board of Commissioners in making such request; and

WHEREAS, the Board of Commissioners believes that the appropriate person to make such request is the Aurora County Director of Emergency Management, Skyler Kehn.

NOW, THEREFORE BE IT RESOLVED, that the following individual is hereby authorized to request rangeland fire assistance, on behalf of the County of Aurora as specified in SDCL 41-20A-11. This appointment shall be effective February 1, 2023 to February 1, 2024. The authority to request assistance as provided shall continue in full force and effect until terminated or modified by resolution of the County of Aurora Board of Commissioners.

Skyler Kehn, Emergency Manager  
Phone 605-942-7751  
Cell 605-680-4687

BE IT FURTHER RESOLVED, that Skyler Kehn, Emergency Manager, is appointed County Rural Fire Coordinator for the County of Aurora. The Rural Fire Coordinator is hereby authorized to act as a single point of contact, on behalf of the County of Aurora, in dealing with administrative matters such as burn bans, billings, or questions about this Rangeland Fire Agreement specific to the County. This authority shall continue in full force and effect until terminated or modified by resolution of the County of Aurora Board of Commissioners.

Dated this 5<sup>th</sup> day of January, 2023.

s/s Randy Niles, Commissioner District 1

s/s Roger Hanten, Commissioner District 2

s/s Clyde Dethlefsen, Commissioner District 3

s/s John Paul Studeny, Commissioner District 4

s/s Travis Clark, Commissioner District 5

ATTEST: Susan Urban  
County Auditor

A motion was made by Studeny, seconded by Niles to allow county employees to attend meetings pertaining to their offices with prior approval and an agenda is to be given to the County Commission when the request is made. Motion carried all voting aye. Permission must be granted first before any meal, travel or lodging reimbursements will be paid or reimbursed.

A motion was made by Studeny, seconded by Hanten to set the following reimbursement rates for meals, mileage and lodging. Employees will be reimbursed at the actual cost, but not to exceed the following state rates. Receipts must be provided. Motion carried all voting aye.

**2023 State Reimbursement Rates:**

Meals not to exceed state rates and a receipt will be required for reimbursement.

Breakfast \$6.00                      Lunch: \$14.00                      Dinner: \$20.00

Lodging: \$95.00 plus tax              Mileage: .51 per mile

Any reimbursement above and beyond these rates will need to be approved by the Board prior to the expense and will be decided on a case by case basis.

A motion was made by Clark, seconded by Niles to set the following rate for indigent burials. Motion carried all voting.

**Burial Rates: (SDCL 7-14.1)**

2023 Rates: \$2,000.00 for services including casket

- Cost for outside container (must provide invoice)
- \$150.00 for opening & closing of grave (less SS & Vet Benefits)
- Mileage at .42
- Over 50 miles outside of South Dakota with prior approval for county residents only – subject to law.

A motion was made by Hanten, seconded by Studeny to pay coroner calls at \$100 per call. Motion carried all voting aye.

A motion was made by Studeny, seconded by Clark to set a rate of \$30.00 per month for use of county vehicles taken home by Emergency Manager or Highway Superintendent as per federal requirements. Motion carried all voting aye.

A motion was made by Clark, seconded by Hanten to set the following rates and precincts for county elections. Motion carried all voting aye.

**Election Workers:**

2023 Rates

Election Day: \$150.00 per day

School: \$25.00 to attend

Mileage for Superintendent to bring ballots back to courthouse .51 / mile

**Election Precincts:**

Precinct 1 – Stickney Community Building

(Aurora Twp., Dudley Twp., Hopper Twp. & Stickney Town)

Precinct 2 – Stickney Community Building

(Pleasant Lake Twp., Truro Twp., Center Twp. & Washington Twp.)

Precinct 3 – White Lake City Hall

(Lake Twp., White Lake Twp., White Lake City, Gales Twp., Patten Twp., Pleasant Valley Twp., Cooper Twp., Eureka Twp., & Crystal Lake Twp.)

Precinct 5 – Aurora County Ag Building

(Firesteel Twp., Plankinton Twp., Bristol Twp., Belford Twp., Palatine Twp.)

Precinct 7 – Aurora County Ag Building

(Plankinton City)

A motion was made by Studeny, seconded by Niles to approve the 2023 annual salaries and hourly rates.

Niles, Hanten, Studeny, and Clark voting aye. Dethlefsen abstained.

**2023 Annual Salaries & Hourly Rates**

**COMMISSIONERS**

Clyde Dethlefsen, Chairman

Randy Niles

Roger Hanten

John Paul Studeny

Travis Clark

**ANNUAL SALARY**

\$9,784.19

\$9,784.19

\$9,784.19

\$9,784.19

\$9,784.19

**ELECTED OFFICIALS**

Susan Urban, Auditor

Andrea Pryor, Treasurer

Arlene Koch, Reg of Deeds

Rachel Mairose, States Attorney (50%)

Roman Briggs, Sheriff

**ANNUAL SALARY**

\$48,574.97

\$45,161.06

\$46,097.06

\$43,304.77

\$57,910.63

**APPOINTED EMPLOYEES**

Doug Vissia, Hwy Supt  
Tina Sellers, Dir of Equalization & Zoning Director

**ANNUAL SALARY**

\$57,012.80  
\$44,911.46

**DEPUTIES OF ELECTED OFFICIALS**

April Johnson, Deputy Auditor  
Sue Faulhaber, Deputy Treasurer (80%)  
Nancy Beckman, Deputy Reg of Deeds (20%)  
Kyle Lewis, Deputy Sheriff  
Brett Costello, Deputy Sheriff  
Kyle Ness, Deputy Sheriff

**HOURLY RATE**

\$19.14  
\$17.30  
\$17.99  
\$43,534.40 Annual Salary  
\$43,534.40 Annual Salary  
\$43,534.40 Annual Salary

**APPOINTED EMPLOYEES**

Elizabeth Maine, Deputy Dir of Equalization  
Cheryl Dethlefsen, Custodian (80%)  
Brandi Niedert, States Attorney Secretary (50%)  
Trisha Van Drongelen, Admin Sheriff Secretary  
Skyler Kehn, Emergency Manager/Weed Supervisor  
Audrey Chapman, Veterans Service Officer (30%)  
Ashley Howard, Nurse/WIC Secretary (75%)  
Ashley Howard, Welfare Director (25%)  
Tina Kieffer, Extension Secretary (60%)  
Nancy Beckman, Hwy Secretary (80%)

**HOURLY RATE**

\$17.36  
\$17.57  
\$15.67  
\$15.67  
\$16.87  
\$17.44  
\$18.61  
\$18.61  
\$16.06  
\$17.99

**HIGHWAY WORKERS**

Larry Falk  
Ron Urban  
Scott German  
Clint Moore  
Derek Koch  
Klayton Miller  
Rick Pryor  
Steven Nussbaum

**HOURLY RATE**

\$19.36  
\$18.85  
\$18.82  
\$18.82  
\$18.70  
\$18.70  
\$18.70  
\$18.64

Part Time Help  
State Hourly Minimum Wage

\$15.00  
\$10.80

A motion was made by Studeny, seconded by Clark to appoint the individuals to following boards. Motion carried all voting aye.

- District III:** Roger Hanten, (Alternate: John Paul Studeny)
- DeTox & Mental Health:** Travis Clark
- ROCS:** Stan Johnson (Alternate: Randy Niles)
- Weed & Pest:** Clyde Dethlefsen
- Title III Hazardous Material:** Roman Briggs/Skyler Kehn
- Tri-County Landfill:** John Paul Studeny (Alternate: Randy Niles)
- Housing:** Randy Niles



A motion was made by Studeny, seconded by Hanten to appoint Tara Bush and Cherie Sauvage to the County Mental Health Board. Motion carried all voting aye.

A motion was made by Clark, seconded by Studeny to appoint the following to the County Board of Health. Motion carried all voting aye.

**County Board of Health:**

Melissa Davis  
Rachel Mairose  
Tia (Haines) Hetland

A motion was made by Clark, seconded by Hanten to appoint Jim Evans to the Weed Board. Motion carried all voting aye.

Other weed board members are:

John Falk  
Ronnie Prien  
Rodney Schabot

The Aurora County Commissioners recognize that it appears to be a conflict with Commissioner John Paul Studeny as owner of the SD Mail. As per SDCL, it states that a county shall designate three official newspapers unless there are less than three within the county to designate. The County has not changed the amount of business that we have done with the SD Mail and has done business with them for many years. It was also noted that Commissioner Studeny does not own all of the newspapers within the County.

A motion by Hanten, seconded by Clark to file reports and pay vouchers as listed below. Motion carried all voting aye.

**REPORTS:** December payroll: Social Security 5,625.99; Medicare 1,315.75; Wellmark 28,602.62; SD Retirement 5,640.17; Commissioners 3,951.20; Auditor 7,103.52; Treasurer 6,073.27; States Attorney 4,432.00; Courthouse 2,362.19; Dir of Equal 5,781.92; Reg of Deeds, 3,973.48; Vet Service, 507.42; Sheriff 22,406.49; Public Welfare 819.07; WIC 491.44; Nurse 1,965.77; Extension 1,667.02; Weed 1,123.63; Zoning 715.52; Hwy 33,687.81, EM&D 1,685.44. Reg of Deeds Fees: Marriage Lic/Certs 95.00; Death/Birth Certs 25.00; Preservation Fund 192.00; Driver's License 240.00; Copies 63.00; Other 0.00; Recording Fees 1,660.00; Transfer Fees 1,940.50. Payroll direct

deposit for December 8.60. Auditors Acct with Treasurer: Cash on Hand 993.56, MMDA 2,952,595.64, Fund

Investments 942,140.00.

CLAIMS:

COMMISSIONERS

STANDARD PUBLISHING	NOVEMBER & DECEMBER PUBLISHING	1348.61
STANDARD PUBLISHING ARGUS	NOVEMBER & DECEMBER PUBLISHING	1348.61
		-----
		2697.22 *

ELECTIONS

STANDARD PUBLISHING	NOVEMBER & DECEMBER PUBLISHING	91.36
STANDARD PUBLISHING ARGUS	NOVEMBER & DECEMBER PUBLISHING	91.36
		-----
		182.72 *

COURTHOUSE

AUCA CHICAGO MC LOCKBOX	SERVICES - MATS	274.20
L & L SANITATION	2023 GARBAGE HAULING	600.00
		-----
		874.20 *

DIR. OF EQUALIZATION

CONNECTING POINT ULTRA INC	BACKUP FOR COMPUTER IN DOE OFF	89.00
		-----
		89.00 *

REGISTER OF DEEDS

STANDARD PUBLISHING	YEARLY SUBSCRIPTION	43.00
STANDARD PUBLISHING ARGUS	YEARLY SUBSCRIPTION	43.00
		-----
		86.00 *

VA OFFICE

STANDARD PUBLISHING	NOVEMBER & DECEMBER PUBLISHING	84.00
STANDARD PUBLISHING ARGUS	NOVEMBER & DECEMBER PUBLISHING	84.00
		-----
		168.00 *

WEED

STANDARD PUBLISHING	NOVEMBER & DECEMBER PUBLISHING	192.50
STANDARD PUBLISHING ARGUS	NOVEMBER & DECEMBER PUBLISHING	192.50
		-----
		385.00 *

PLANNING & ZONING

STANDARD PUBLISHING	NOVEMBER & DECEMBER PUBLISHING	42.00
STANDARD PUBLISHING ARGUS	NOVEMBER & DECEMBER PUBLISHING	42.00
		-----
		84.00 *

R&B CONSTRUCTION

AUCA CHICAGO MC LOCKBOX	SERVICES - RAGS & MATS	64.07
BUTLER MACHINERY COMPANY	GRADER REPAIRS	1937.34
BUTLER MACHINERY COMPANY	OIL	1332.74
DEPT OF AG & NATURAL RESOURCES	GRAVEL PIT WATER DISCHARGE FEE	200.00
L & L SANITATION	2023 GARBAGE HAULING	300.00
S D A C H S	2023 DUES	350.00
SD DEPT OF TRANSPORTATION	STRIPING	8770.51
SD DEPT OF TRANSPORTATION	BRIDGE REPLACEMENT - SAVILLE	4740.54
STANDARD PUBLISHING ARGUS	NOVEMBER & DECEMBER PUBLISHING	43.00
TRANSOURCE	LOADER LEASE	3200.00
		-----
		20938.20 *

Total Checks: 25,504.34 \*

Meeting adjourned subject to call.

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Clyde Dethlefsen, Chairman  
Aurora County Commissioners

Attest: \_\_\_\_\_  
Susan Urban, Auditor

(Published once at the approximate cost of \_\_\_\_\_.)