

- Quorum present
- Approve minutes for September 16 and 30, 2025
- Approve agenda

- 8:01
- Call for public comment
    - a. For any item not open to public hearings
    - b. 30-minute open period – 3 minutes per person

- 8:01
- Convene as the Drainage Board
    - a. Permits **DR2025-30a**, **DR2025-30b**, **DR2025-30c**, **DR2025-30d**, **DR2025-30e** and **DR2025-30f** for 1946 Legacy Farms LLP for lands located in the W1/2 of Section 25, the SE1/4SE1/4 in Section 26, and the NW1/4 of Section 36, all in Big Stone Township
    - b. Permits **DR2025-43a**, **DR2025-43b**, **DR2025-43c** and **DR2025-43d** for Darwin Johnson for land located within the W1/2 and the NE1/4 of Section 3, and within the W1/2 of Section 2, all in Georgia Twp
    - c. Permits **DR2025-45a** and **DR2025-45b** for Darwin Johnson for land located within the SE1/4 of Section 16 in Madison Township
    - d. Permit **DR2025-46** for Darwin Johnson for land located in NE1/4 of Section 35 in Madison Township
    - e. Permits **DR2025-44a** and **DR2025-44b** for Darwin Johnson for land located in the E1/2 of Section 31 in Troy Twp
    - f. Request for information about the need for drainage permit for Kaufman Slough to make improvements to the original tile design located in county right-of-way
  - Adjourn Drainage Board and reconvene as the Board of County Commissioners
- 9:00
- Hwy Supt Peterson
    - a. Snow clearing on CR 34 by Power plant, milk routes, CR 18 to LaBolt Elevator, CR 17 to Twin Brooks
    - b. ROW applications from Northwestern Energy
- 9:30
- Progress report by Corey Johnson, GA Construction, on the new Detention Center building project
- 10:15
- 4-H Educator Melissa Mueller
    - a. Winter Wonderland Christmas lights display
- 10:30
- First reading to rescind Poor Relief Assistance Ordinance as the county follows state codified laws

#### ITEMS

1. Travel approval
2. County assistance
3. Request to hay and park equipment on county owned parcel 13.50.22.4101, legal: H-1 in SW1/4 SW1/4
4. Wellmark Health Insurance renewal for 2026
5. Revise the fee schedule for drainage
6. Unfinished business
7. New business
8. Correspondence
9. Executive session for personnel issue(s) per SDCL 1-25-2(1), litigation issue(s) per SDCL 1-25-2(3)
10. Motion to approve claims
11. Motion to adjourn

#### CONSENT:

1. Approve Bridgette Downes to fill the library board vacancy for the term of Dusty Mueller through 12-31-2026
2. Approve the renewal of FortiGate (firewall) subscription for the Courthouse and Highway for the period of 10-1-2025 to 10-1-2028 for \$1,312.07

**Next meetings at 8 AM on October 21 and November 4 and 18, 2025**

Account# 32655

Effective Date: 01/01/2026

Representative: Graber and Associates, Inc. (SD)

Group Number: 082406-0000

GRAND COUNTY

## Notice of Renewal Rates

### Health Benefits 1 Current \*

Benefit Code:	PM000085/RM000319	-	Modified PPO SD
Deductible:	\$8150/\$16200		
Coinsurance:	0% IN 0% OUT		
OPM:	\$8150/\$16200		
Preventive:	Yes		Employee:
OV Copay:	\$50/\$100		Employee/Spouse:
ER Copay:	\$500		Employee/Child(ren):
RX Description:	\$30/\$60/\$120/\$200 w \$185 BioSim/\$250 specialty		Emp/Spouse/Child(ren):

01/01/2025

\$959.62

\$1,928.62

\$1,785.31

\$2,872.66

### Health Benefits 1 Renewal

Benefit Code:	PM000293/RM000523	-	Modified PPO SD
Deductible:	\$8150/\$16200		
Coinsurance:	0% IN 0% OUT		
OPM:	\$8150/\$16200		
Preventive:	Yes		Employee:
OV Copay:	\$50/\$100		Employee/Spouse:
ER Copay:	\$500		Employee/Child(ren):
RX Description:	\$30/\$60/\$120/\$200 w \$185 BioSim/\$250 specialty/\$300 np specialty		Emp/Spouse/Child(ren):

01/01/2026

\$960.47

\$1,933.50

\$1,789.59

\$2,881.47

0.12%

\* This group's current benefit is no longer available. A benefit has been chosen as this group's renewal benefit and is shown above. If the group does not want to renew with this benefit, please ask about alternate options available to this group.



## Grant County, SD



GRANT COUNTY  
SOUTH DAKOTA

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale  
1 inch = 359 feet  
9/12/2025





## Grant County, South Dakota

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**Job Title:** County Administrator/Commission Assistant

**Reports To:** Grant County Commission

**FLSA Status:** Exempt

### SUMMARY

Under the general supervision of the Grant County Commission, the County Administrator/Commission Assistant is responsible for performing general and specific administrative duties for the County, including planning, organizing, and coordinating one time and ongoing activities related to County Government.

The County Administrator/Commission Assistant helps to achieve the County's goal of serving the citizens of Grant County in a passionate and positive manner. This position may be responsible for handling sensitive County information, which requires a high level of professionalism and confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:**

- Serve as the **assistant to the County Commissioners**, performing a variety of administrative functions including, but not limited to:
  - Preparing and maintaining written correspondence (including emails) for the Commission.
  - Formulating policies and procedures for Commission approval.
  - Reviewing expense and revenue reports each month and providing overviews and insights to the Commission.
  - Acts as the public relations liaison, including coordinating the resolution of citizen complaints as directed by the Commission.
  - Preparing and following up for County Commission Board meetings including posting public notices, preparing agenda and board packets, and completing any necessary follow-up correspondence.
  - Communicating to employees, internal departments, media, public and private entities and other government entities in a positive and professional manner, as directed by the Commission.
  - Reviewing County contracts with the State's Attorney and providing recommendations to the Board, including bids for goods or services to include county purchases.
  - Prepare budgets as Administrator for various departments, including the technology budget.
- Administer and oversee **general Human Resource** function throughout the County including, but not limited to:
  - Maintenance and administration of the Personnel Manual and the County Benefit Summary Booklet.
  - Updating of job descriptions.



## Grant County, South Dakota

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- Reviewing and investigating ADA complaints, reviewing and monitoring County buildings, policies, and procedures for ADA compliance. Serving as the contact person for ADA complaints.
- Consulting on employee salary and benefit packages and providing a yearly department salary and benefit review for budget preparation.
- Responding to employee concerns, with assistance from the State's Attorney.
- Filing Worker's Compensation claims.
- Maintenance of health insurance and benefit programs for the County including the coordination and implementation of contract renewals, requests for quotes, and all other aspects of health and benefit programs.
- Administer and oversee the **County's Poor Relief program** and obligations under SDCL 28-13 including taking poor relief applications, conducting interviews, and consulting with the State's Attorney to determine eligibility.
- Administer and oversee **general Information Technology** functions throughout the County including, but not limited to:
  - Monitor County's contracts with software/hardware vendors and technical support companies, in cooperation with the managed service vendor, reviews group purchasing of technology products on an annual basis as recommended by managed service vendor. Provides documentation for the commission when considering technology changes.
  - Serve as the contact person and coordinator for the server administration, security policies and practices, and website administration.
  - Consults with department heads on the development for the county-wide GIS program.
- Provide assistance to the County Auditor and the Highway Superintendent on the Highway 5-Year Plan.
- Provide assistance to the County Auditor with the General Liability Insurance renewal process; purchasing supplies, materials and services; overview of the Annual Budget; and grant administration record keeping.
- Manage the claim process for buildings, county vehicles and liability claims.
- Review purchases for adding items to property/auto insurance coverage.
- Coordinates with Maintenance Supervisor and Building Commissioner on building issues and maintenance.
- Assist the Commission and the Department heads (appointed and elected) in the duties of County Government.
- Perform day-to-day administrative tasks to support daily business functions.





## Grant County, South Dakota

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### SECONDARY DUTIES:

- Responsible for the liquor and malt beverage licensing applications and renewals.
- Assist with goal setting and long-range planning for the County.
- Attend District and State Commission meetings related to Commission items and Administrative functions, training sessions and other meetings as directed.
- Plan and support events, including community outreach initiatives and educational workshops.
- Perform duties in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary.

### MINIMUM QUALIFICATIONS and SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or G.E.D. Certification is required and possession of a Bachelor's degree in public administration, business administration, or related field is preferred.
- Five (5) years' progressively responsible administrative, supervisory, and/or human resource experience preferred.
- Working knowledge of principles, practices, and legal requirements of human resource programs required.
- Working knowledge of Geographical Information Systems (GIS) preferred.
- Ability to operate computer systems and software such Microsoft Word, Excel, Power Point, Outlook, copy machine, fax machine, calculator, and Internet.
- Knowledge of record keeping and filing procedures.
- Excellent verbal and written communication skills.
- Strong interpersonal skills to build and maintain relationships with personnel, media, and the public.
- Project management and the ability to meet tight deadlines under pressure.
- Adaptability and poise in high-pressure or fast-changing situations.
- Demonstrated teamwork and customer service skills.



## **Grant County, South Dakota**

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### **EXAMINATION, TESTING, AND CERTIFICATION**

- Must possess a valid driver's license and must be legally authorized to work in the United States. As part of the hiring process, all employees are required to complete the Form I-9 and verify their identity and employment eligibility.
- Other such examination as deemed appropriate and necessary by the County.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

#### **Physical Activities**

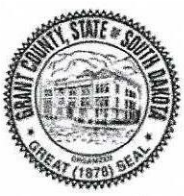
- Sitting for extended periods (up to 8+ hours/day).
- Occasional standing and walking (e.g., to attend meetings or move between work areas).
- Minimal lifting, generally not more than 20 pounds.
- Hand/finger dexterity to operate a computer, keyboard, mouse, phone, and other office equipment.
- Reaching with hands and arms (e.g., to retrieve files or office supplies).
- Talking and hearing, especially in meetings or on phone/video calls.
- Visual acuity to read text on a screen or paper.

#### **Environmental Conditions**

- Work is typically performed in a climate-controlled office environment.
- Occasional exposure to moderate noise (e.g., printers, conversations, phone rings).

#### **Other Considerations**

- May require frequent repetitive motion (typing, data entry).
- Must be able to maintain focus and attention for extended periods.
- May require occasional travel.



## Grant County, South Dakota

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### CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and amend the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have received, reviewed and fully understand the job description for the county Administrator/Commission Assistant. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as listed herein.

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Employee Signature

Date Signed

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Department Head Signature

Date Signed

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Commissioner in Charge

Date Signed