

DOUGLAS COUNTY COMMISSIONERS
JANUARY 3, 2017

The Board of County Commissioners met in regular session at the courthouse in Armour, SD at 9:00 a.m. on Tuesday, January 3, 2017. Members present were Steve Lau, Marlin Maas and Floyd Muntefering. Also present were Auditor Barker, Sam E. Grosz, representing Douglas County Publishing, Ivan Lau and Willy Groeneweg.

Auditor Barker called the meeting to order. The pledge of allegiance was recited.

APPOINTMENT OF NEW COMMISSIONERS

DISTRICT TWO:

S. Lau made a motion to appoint Jarod Star as Douglas County Commissioner of District Two. Starr will need to run again in 2018 for a two year term. Maas seconded the motion, all members voted in favor of this action, motion carried. Starr was not present to formally accept the nomination. Groeneweg exited the meeting.

DISTRICT FOUR:

Muntefering made a motion to appoint Ivan Lau as Douglas County Commissioner of District Four. Ivan Lau will need to run again in 2018 for a two year term. Maas seconded the motion, all members voted in favor of this action, motion carried.

ORGANIZATION OF COUNTY BOARD:

The Auditor called for nominations for Chairperson of the Board for the year 2017.

Steve Lau nominated Muntefering to serve as Chairperson for 2017. Commissioner Maas seconded the motion and moved that nominations cease. With Muntefering abstaining, all other members voted aye, motion carried.

The Auditor called for nominations for Vice-chairperson. Commissioner Maas nominated Steve Lau to serve as Vice-Chairman for 2017. Ivan Lau seconded the motion and called for nominations to cease and a unanimous ballot be cast for Steve Lau. All board members voted in favor of this action, motion carried.

Chairperson Muntefering asked for approval of the agenda. Motion was made by Maas and seconded by Steve Lau to adopt the agenda, all members voted in favor of this action, motion carried.

HIGHWAY BUSINESS

Superintendent Meyer met with the Board briefly. Meyer informed the Board that the County had been approved for the deviation plan through the Bridge Improvement Grant Program. No action was necessary.

DELINQUENT TAX LIST

A listing of Delinquent Taxes was presented to the Board on behalf of the Treasurer's office.

ABATEMENT

A motion was made by Steve Lau, seconded by Maas to approve a tax abatement on record

#1890 in the amount of \$140.02 for damages incurred from a fire. All members voted in favor of this action, motion carried.

PLANNING AND ZONING FEES

A motion was made by Steve Lau and seconded by Maas to increase the Variance Request and Conditional Use Request fees to \$75.00 each as recommended by the Planning and Zoning Board beginning in 2017. All members voted in favor of this action, motion carried.

2017 BEGINNING OF THE YEAR BUSINESS

MEETING DATES:

Motion was made by Maas and seconded by Steve Lau that the Douglas County Commissioner's meetings be held at 9:00 a.m. on the first and third Tuesday of each month and all other meetings as deemed necessary. Informational meetings specifically for public input will also be held in the evenings if enough public interest is shown. All board members present voted in favor of this action, motion carried.

2017 DOUGLAS COUNTY REORGANIZATION OF BOARDS, EMPLOYMENT, EXPENSES AND RATES:

COMMISSIONER COMMITTEES AND BOARDS:

Fair Board	1 st Tuesday QTRLY	Ivan Lau
Legislative Resource	During Legislative Session	Auditor
Park Board	As Needed (Pickup Camp Fees)	Marlin Maas and Jarod Star
Planning Dev. District III	2 nd Wednesday MONTHLY	Steve Lau
Rural Office Comm. Serv.	Date Determined at Meeting	Phyllis Bordewyk
Weed Board	Last Monday MONTHLY	Floyd Muntefering
Soil Conservation	4 th Monday MONTHLY	Ivan Lau
Randall RC&D Council	Last Thursday MONTHLY	Steve Lau
Solid Waste Disposal	1 st Tuesday MONTHLY	Floyd Muntefering & Jarod Star
Enhanced 911	Meetings as Needed	Steve Lau
Alcohol/ Drug Center	Meetings as Needed	Marlin Maas
Public Health/ Child Protection	MONTHLY	Auditor
Planning/Zoning	2 nd Thursday MONTHLY AS NEEDED	Steve Lau & Jarod Star
LEPC	MONTHLY	Steve Lau & Floyd Muntefering

COURTHOUSE HOURS AND HOLIDAYS:

Courthouse hours shall be from 8:00 a.m. to 12:00 noon and from 12:30 p.m. to 4:30 p.m. for all offices. The Veterans Service Office and the Food Pantry shall be open as posted on

the door. A telephone answering system and a sign on the door is to be used if an office is not open.

Department heads shall assume personal financial responsibility for overtime work done by their staff, unless prior authorization is approved by the County Commissioners or the Department Head. Douglas County will observe holidays as listed in Section 505 of the County Personnel Handbook.

RESTRICTED SPENDING:

The Commissioners, request that all department heads consult with the Board of County Commissioners before making any budget purchases other than normal salaries and supply expenditures exceeding \$500.00. This is to ensure tighter control of budget spending to protect the county reserve funds to better the county financial situation.

Motion was made by Steve Lau and seconded by Maas to approve all appointments, hours, holidays and spending procedures. All members present voted aye, motion carried.

COUNTY AUTHORIZATION FOR EMPLOYMENT:

John L. Engelland was appointed as the County Custodian and Patrick Harrington as the Emergency/Disaster Director for 2017.

In compliance with SDCL 7-7-20, it is deemed necessary for the prompt and accurate dispatch of business that the following be employed:

AUDITORS OFFICE: One full-time Deputy. One part-time Deputy not to exceed 180 hours annually for elections, vacation and/or sick leave.

CORONER: Two part-time Deputies, as needed.

COUNTY PROPERTY CUSTODIAL: One full-time Custodian. As needed part-time Custodian for vacation and/or sick leave.

DIR. OF EQUALIZATION OFFICE: One full-time Administrative Assistant not to exceed 1,664 hours annually. One part-time Clerk not to exceed 50 hours annually.

EMERGENCY AND DISASTER: One part-time Director.

4-H ADVISOR OFFICE: One full-time Secretary not to exceed 1,664 hours annually.

HIGHWAY OFFICE: One part-time Administrative Assistant not to exceed 180 hours annually.

PARK: One part-time Caretaker, as needed.

REGISTER OF DEEDS OFFICE: Two part-time Deputies for vacation and/or sick leave.

TREASURERS OFFICE: One full-time Deputy. Two part-time Deputies not to exceed 250 hours annually.

SHERIFF DEPARTMENT: Three full-time Deputies. Other Guards and Matrons, as needed.

STATES ATTORNEY OFFICE: One part-time Deputy.

WEED AND PEST CONTROL: One Supervisor.

APPOINTMENT OF BOARD AND COMMITTEES:

The following persons are appointed to serve on the various Boards and Committees for Douglas County:

LOCAL EMERGENCY PLANNING COMMITTEE: (Annual appointment) – Emergency Management Director; Fire Chiefs--Armour, Corsica, Delmont; Law Enforcement; Randall Larson, Joel Meyer, and Commissioners (2).

FAIR BOARD: (Two Year Appointment, even year= Dist. 2 & 4 Odd years= Dist. 1, 3, & 5) - Dist. #1 - Aaron Lau, Dist. #2 – Victor Westendorf, Dist. #3 – Dwayne Werkmeister, Dist. #4 - Mira Leonard, Dist. #5 - Bart Laber, and Commissioner (1) for 2017, Ivan Lau

PLANNING & ZONING BOARD:

Motion by Steve Lau to appoint Goldammer to the open District 5 position, and Jordan Reimnitz to the vacant At Large position. Ivan Lau seconded the motion, all members voted in favor of this action, motion carried.

(3 year terms, other than annual for commissioners) Elwood VandenBerge-Dist.1 (term will expire 2019), Seth Denning -Dist.2 (term will expire 2019), Mark Fuoss Dist. 3 (term will expire 2018), Timothy Goldammer-Dist. 5 (term will expire 2020), Jordan Reimnitz-At-Large (term will expire 2020) and Commissioners (2) for 2017, Steve Lau and Jarod Starr.

WEED AND PEST CONTROL: (Three year appointments) - Area 1–Wayne Lefers (term will expire in 2019), Area 2–Robert Clark (term will expire in 2020), Area 3–John D. Brenner (term will expire in 2019), Area 4–Joseph Pickart (term will expire 2020), Area 5– Mark Heisigner (term will expire 2018), Area 6–Garry D. Bultje (term will expire in 2018), Commissioner (1) for 2017, Floyd Muntefering.

MENTAL ILLNESS BOARD: (Three year appointment) - Attorney Kenneth Cotton (Appointed by Judge), Attorney Keith Goehring, Deputy (Appointed by Judge), and Rev. C. Brian Bucklew (term will expire 2018)

Board Members: Vice-Chairman of Commissioners as alternate member (Steve for 2017).
BOARD OF APPRAISERS: Joel Meyer and all Commissioners other than chairperson.

DESIGNATION OF OFFICIAL NEWSPAPERS, LOCATION SITES AND DEPOSITORY BANKS:

The Armour Chronicle, Corsica Globe and Delmont Record were designated as official county newspapers. The bulletin board in the west entry way of the courthouse as the official bulletin board. The west front door of the courthouse as the location of Chattel Mortgage Foreclosure Sales. Bank West-Armour, Bank West-Delmont and Bank of the West-Corsica as depository banks; with Bank West-Armour as the active depository.

INDIGENT BURIAL RATES:

The county will pay \$1, 500.00 for service, outside container and casket (less benefits i.e.: Veterans, Social Security, etc.); Cemetery space and digging grave, actual cost; Established rate for mileage, outside of county; Marker, actual cost, not to exceed \$200.00; \$1,500.00 for cremation in lieu of burial plus mileage. Deceased indigent must have been a legal resident of Douglas County. Rates will apply to resident indigent buried in Douglas or adjoining counties.

PRE-AUTHORIZATION FOR MEETING EXPENSES:

STATE CONVENTION – Commissioners, Auditor, Register of Deeds, Treasurer, & Highway Supt.

QTLY. DISTRICT MEETINGS – Commissioners, Auditor, Register of Deeds, Treasurer, Director of Equalization, Highway Superintendent

WELFARE OFFICIAL QTLY. DISTRICT MEETINGS- Welfare Director

ANNUAL SCHOOL, ANNUAL CONFERENCE, DISTRICT IV, SOUTHEAST COUNTY MEETINGS– Director of Equalization

SHORT COURSE– Highway Superintendent

ANNUAL CONFERENCE AND MEETINGS CALLED BY THE ATTORNEY GENERAL– Sheriff and States Attorney

SPRING WORKSHOPS/NEW OFFICIALS WORKSHOP– Commissioners, Auditor, Register of Deeds, Treasurer, and Director of Equalization

MSHA Refresher Course– Highway Maintenance Personnel

REIMBURSEMENT FOR EXPENSES:

Reimbursement for expenses incurred by county personnel when attending meetings, workshops or conducting business on behalf of Douglas County; however, no charge for expenses shall be a charged against the county unless authorized and approved by the county commissioners before incurring for which the claim is made. Claims for lodging expenses must be supported by receipts verifying such expenditures. Following are current state rates:

	IN STATE	OUT OF STATE
Mileage	.42	.42
Breakfast	6.00	10.00
Lunch	11.00	14.00
Dinner	15.00	21.00

Per SDCL 7-12-18, Sheriff Mileage for serving papers: .45 per mile.

EMT CONTINUING EDUCATION

Emergency Medical Technicians shall be reimbursed when attending continuing education classes and/or workshops signed by their respective president and presented to the county for payment within 30 days for mileage, registration fees and \$50.00 per day for all day attendance. Only EMT's on the payroll shall be considered for reimbursement of expenses.

DOUGLAS COUNTY PAYROLL:

Motion was made by Lau and seconded by Maas that the following salaries and wages for 2017 of all officers and employees of Douglas County be published in compliance with SDCL 6-1-10. All members voted aye.

A motion was made by Steve and seconded by Maas to increase the custodial helps wages to \$11.00/hour effective 2017. All members voted in favor of this action, motion carried.

COMMISSIONERS:

Marlin Maas	District #1	\$ 6,630.00 per year
Jarod Star	District #2	\$ 6,630.00 per year
Steve Lau (Vice Chairman)	District #3	\$ 6,630.00 per year

Ivan Lau	District #4	\$ 6,630.00 per year
Floyd Muntefering (Chairman)	District #5	\$ 10,000.00 per year
ELECTED OFFICIALS:		
Phyllis Barker	Auditor	\$ 35,536.55 per year
Julie Brenner	Treasurer	\$ 35,666.61 per year
Randall Q. Larson	Register of Deeds	\$ 38,516.27 per year
Jon Coler	Sheriff	\$ 43,343.55 per year
Craig Parkhurst	States Attorney	\$ 38,516.27 per year
AUDITOR OFFICE:		
Kim Huebner	Deputy Auditor	\$13.39 per hour
DIRECTOR OF EQUALIZATION OFFICE:		
Jessica L. van Wyk	Director	\$34,440.97 per year
Roxane Wentz	Assistant	\$11.56 per hour
EMERGENCY/DISASTER OFFICE:		
Pat Harrington	Director	\$15,300.00 per year
4-H OFFICE:		
Anna Ekstrand	Secretary	\$10.97 per hour
HIGHWAY DEPARTMENT:		
Joel Meyer	Superintendent	\$40,038.37 per year
Travis Schacht	Assistant Superintendent	\$16.32 per hour
Steven L. Harrington	Maintenance	\$16.64 per hour
Terry VanZee	Maintenance	\$15.57 per hour
Robert Rienfeld	Maintenance	\$14.28 per hour
PARK DEPARTMENT:		
NONE	Caretaker	\$13.37 per hour
PLANNING AND ZONING / E-911:		
Jessica van Wyk	E-911 addressing	\$250.00 per year
Jessica van Wyk	Zoning Administrator	\$3,500.00 per year
Phyllis Barker	Recording Secretary	\$750.00 per year
DRAINAGE:		
Phyllis Barker	Administrator	\$500.00 per year
REGISTER OF DEEDS OFFICE:		
Theresa Holderby	Deputy	\$11.48 per hour
TREASURERS OFFICE:		
Carolyn Lau	Deputy	\$13.66 per hour
CORONER CALLS:		
Dustin Palmquist	Coroner	\$100.00 per call
Deputies	Deputy Coroner	\$100.00 per call
PROPERTY MAINTENANCE:		
John L. Engelland	Custodian	\$ 36,824.14 per year
As Needed (Sick Leave/Vacation)	Custodial	\$11.00 per hour
SHERIFF DEPARTMENT:		
Gene Niehus	Deputy	\$36,466.48 per year
Dustin Palmquist	Deputy	\$36,466.48 per year
Jesse Antonmarchi	Deputy	\$33,765.00 per year

Certified Deputies	As Needed	\$13.65 per hour
MUSEUM:	Receptionist	\$8.51 per hour
OFFICES NEEDING EXTRA CLERKS:		
Clerks	As Needed	wage negotiable
VETERANS SERVICE OFFICE:		
Fred Kuil	Service Officer	\$8,359.36 per year
WELFARE OFFICIAL		
Phyllis Barker	Director	\$1,500.00 per year
AMBULANCE:		
	First Hour Each Call	\$25.00 per hour
	EMT's	\$20.00 per hour
	Drivers	\$18.00 per hour
	First Responder	\$19.00 per hour
BOARD MEMBERS:		
Weed/Pest Board	Members	\$40.00 per meeting
Planning/Zoning Board	Members	\$40.00 per meeting
All Other Boards	Members	\$30.00 per meeting
MENTAL ILLNESS BOARD:		
Kenneth Cotton	Chairman	\$80.00 per hour
(NONE- Reverend Needed)	Board Member	\$40.00 per hour
Rev. C. Brian Bucklew	Board Member	\$40.00 per hour
ELECTION BOARD:	Each Election	\$125.00 per election
POLLING PLACES:	Per Location	\$75.00 per election
ELECTION SCHOOL		\$20.00 + Mileage

VOTER REGISTRATION LISTS: Counties will no longer receive the funds for these printouts, they will go to the Secretary of State Office to maintain the Total Vote system. The price of a Voter List varies based on information requested.

AMBULANCE PERSONNEL

Armour: Nicole Neugebauer, Larry Ymker, Kevin Leonard, Beth Harrington, Heath Brouwer, Terry Hrdlicka, Cal Lout, Lydia Ymker, Pat Harrington, Kristina Ymker, Natalie Ymker, Dewayne Werkmeister, Larry Miller, Dwight Brenner, Steve Lau, Jay Spaans.
Corsica: Karen Johnson, Mark Joachim, Joy Blom, Londa VandenHoek, Kathy Zomer, Dick Brink, Marilyn Zomer, Janae Lagge, Troy Strid, Pat Dockendorf, Wendy Barse, Devin Delange, Rob Gruenewald, Jennifer Johnson, Anna Vandeminkelis, Trista Delange.

ADJOURNMENT

At 10:40 a.m. Steve Lau motioned to adjourn until 9:00 a.m. on Tuesday, January 17, 2016. Ivan Lau seconded. All members present voted aye, motion carried.

SIGNED: _____
Floyd Muntefering, Chairman
Board of County Commissioners

ATTEST: _____
Phyllis Barker Auditor

