

DOUGLAS COUNTY COMMISSIONERS
JANUARY 2, 2018

The Board of County Commissioners met in regular session at the courthouse in Armour, SD at 9:00 a.m. on Tuesday, January 2, 2018. Members present were Steve Lau, Ivan Lau, Marlin Maas, Jerod Star and Floyd Muntefering. Also present were Auditor Barker and Sam E. Grosz, representing Douglas County Publishing.

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

ORGANIZATION OF COUNTY BOARD:

The Auditor called for nominations for Chairperson of the Board for the year 2018.

S. Lau motioned to nominate Muntefering to serve as Chairperson for 2018. 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. I. Lau nominated Marlin Maas to serve as Vice-Chairman for 2018. S. Lau seconded the motion and called for nominations to cease and a unanimous ballot be cast for Marlin Maas. All board members voted in favor of this action, motion carried.

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

2018 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.

2018 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 |
| 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 Star and seconded by S. Lau to approve all appointments, hours, holidays and spending procedures. All members present voted aye, motion carried.

COUNTY AUTHORIZATION FOR EMPLOYMENT:

John L. Engelland was re-appointed as the County Custodian and Patrick Harrington as the Emergency/Disaster Director for 2018.

A motion was made by S. Lau seconded by Star to re-appoint Fred Kuil to the position of Veterans Service Officer for Douglas County for the four year term set to expire January, 2022. All members voted in favor of this action, motion carried.

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:

(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 2021), Timothy Goldammer-Dist. 5 (term will expire 2020), Jordan Reimnitz-At-Large (term will expire 2020) and Commissioners (2) for 2018, Steve Lau and Jarod Star.

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 2021), Area 6–Garry D. Bultje (term will expire in 2021), Commissioner (1) for 2018, Floyd Muntefering.

MENTAL ILLNESS BOARD: (Three year appointment) - Attorney Kenneth Cotton (Appointed by Judge), Attorney Keith Goehring, Deputy (Appointed by Judge), and ONE VACANT POSISITON- TO BE FILLED(term will expire 2021)

Board Members: Vice-Chairman of Commissioners as alternate member (Maas for 2018).

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

SOFTWARE/ULTRA MEETINGS- Auditor, Treasurer, Director of Equalization, Highway Supt.

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 S. Lau and seconded by Maas that the following salaries and wages for 2018 of all officers and employees of Douglas County be published in compliance with SDCL 6-1-10. All members voted aye.

COMMISSIONERS:

| | | |
|------------------------------|-------------|-----------------------|
| Marlin Maas | District #1 | \$ 6,762.60 per year |
| Jarod Star | District #2 | \$ 6,762.60 per year |
| Steve Lau (Vice Chairman) | District #3 | \$ 6,762.60 per year |
| Ivan Lau | District #4 | \$ 6,762.60 per year |
| Floyd Muntefering (Chairman) | District #5 | \$ 10,200.00 per year |

ELECTED OFFICIALS:

| | | |
|-------------------|-------------------|-----------------------|
| Phyllis Barker | Auditor | \$ 36,247.28 per year |
| Julie Brenner | Treasurer | \$ 36,379.94 per year |
| Randall Q. Larson | Register of Deeds | \$ 39,286.60 per year |
| Jon Coler | Sheriff | \$ 44,210.42 per year |
| Craig Parkhurst | States Attorney | \$ 39,286.60 per year |

AUDITOR OFFICE:

| | | |
|-------------|----------------|------------------|
| Kim Huebner | Deputy Auditor | \$13.66 per hour |
|-------------|----------------|------------------|

DIRECTOR OF EQUALIZATION OFFICE:

| | | |
|--------------------|-----------|----------------------|
| Jessica L. van Wyk | Director | \$35,129.79 per year |
| Roxane Wentz | Assistant | \$11.79 per hour |

EMERGENCY/DISASTER OFFICE:

| | | |
|----------------|----------|----------------------|
| Pat Harrington | Director | \$15,606.00 per year |
|----------------|----------|----------------------|

4-H OFFICE:

| | | |
|----------------|------------------------------|------------------|
| Kimberly Klein | Support Staff/ W&P Secretary | \$11.00 per hour |
|----------------|------------------------------|------------------|

HIGHWAY DEPARTMENT:

| | | |
|----------------------|--------------------------|----------------------|
| Joel Meyer | Superintendent | \$40,839.14 per year |
| Travis Schacht | Assistant Superintendent | \$16.65 per hour |
| Steven L. Harrington | Maintenance | \$16.97 per hour |
| Terry VanZee | Maintenance | \$15.88 per hour |
| John Parker | Maintenance | \$14.54 per hour |

PARK DEPARTMENT:

| | | |
|--------------|-----------|-----------------------|
| Roxane Wentz | Caretaker | \$3,200.00 per season |
|--------------|-----------|-----------------------|

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 | \$11.71 per hour |
|------------------|--------|------------------|

TREASURERS OFFICE:

| | | |
|-------------|--------|------------------|
| Carolyn Lau | Deputy | \$13.93 per hour |
|-------------|--------|------------------|

CORONER CALLS:

| | | |
|------------------|----------------|-------------------|
| Dustin Palmquist | Coroner | \$100.00 per call |
| Deputies | Deputy Coroner | \$100.00 per call |

PROPERTY MAINTENANCE:

| | | |
|---------------------------------|-----------|-----------------------|
| John L. Engelland | Custodian | \$ 37,560.62 per year |
| As Needed (Sick Leave/Vacation) | Custodial | \$11.22 per hour |

SHERIFF DEPARTMENT:

| | | |
|--------------------|--------------|----------------------|
| Gene Niehus | Deputy | \$37,195.81 per year |
| Dustin Palmquist | Deputy | \$37,195.81 per year |
| Jesse Antonmarchi | Deputy | \$34,440.57 per year |
| Certified Deputies | As Needed | \$13.92 per hour |
| MUSEUM: | Receptionist | \$8.68 per hour |

OFFICES NEEDING EXTRA CLERKS:

| | | |
|--------|-----------|-----------------|
| Clerks | As Needed | wage negotiable |
|--------|-----------|-----------------|

VETERANS SERVICE OFFICE:

| | | |
|-----------|-----------------|---------------------|
| Fred Kuil | Service Officer | \$8,526.55 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 |
| (NONE- Reverend Needed) | 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, Beth Harrington, Heath Brouwer, Terry Hrdlicka, Lydia Ymker, Pat Harrington, Kristina Ymker, Natalie Ymker, Dwayne Werkmeister, Larry Miller, Dwight Brenner, Steve Lau, Jay Spaans, Peggy Dufek
Corsica: Karen Johnson, Mark Joachim, Joy Blom, Londa VandenHoek, Kathy Zomer, Richard Brink, Marilyn Zomer, Janae Lagge, Troy Strid, Pat Dockendorf, Wendy Barse, Devin Veurink, Robert Gruenewald, Jennifer Johnson, Anna Vandeminkelis, Trista Delange and

Lashell Menning.

OTHER BUSINESS:

COPY RATES:

Auditor Barker explained that the copy rates have not been updated in over a decade. Therefore, a motion was made by Star and seconded by S. Lau to raise the rate charged per copy to .30 cents for a one sided copy or .40 cents for double sided copies. All members voted in favor of this action, motion carried.

PLAT APPROVAL:

Motion by Star, seconded by Maas to approve the following plat of: Tract 1 of Vanderpol's Addition in the South East ¼ of Section 10, T99N, R66W of the 5th p.m., Douglas County, South Dakota. All members voted in favor of this action, motion carried.

GIS AGREEMENT

Auditor Barker explained that she had spoken with District III in regards to the First District agreement that was presented at the last meeting. District III explained that this fee is for the programing and web-based software upkeep which is vital in keeping our GIS information up to date. A motion was made by S. Lau seconded by Star authorizing Chairman Muntefering to sign the 2018 agreement with First District Association of Local Governments for GIS web based services. All members voted in favor of this action, motion carried.

ABATEMENT

Auditor Barker explained that the quit claim deed property that was sold recently would require an abatement to remove the taxes due for 2018. A motion was made by Star and seconded by S. Lau authorizing the abatement of taxes on record #2452 in the amount of 40.28. All members voted in favor if this action, motion carried.

EXECUTIVE SESSION

Motion was made by Maas and seconded by Star to enter into executive session at 9:48 a.m. to discuss a personnel matter at the request of Commissioner Maas. Sheriff Coler was called into the session at 9: 55 a.m. At 10:05 a.m., Chairman Muntefering declared the meeting back to open session with no action necessary at this time.

ADJOURNMENT

At 10:08 a.m. Star motioned to adjourn until 9:00 a.m. on Tuesday, January 16 2018. Maas seconded. All members present voted aye, motion carried.

SIGNED: _____

Floyd Muntefering, Chairman
Board of County Commissioners

ATTEST: _____

Phyllis Barker Auditor

