

DOUGLAS COUNTY COMMISSIONER MEETING

July 3, 2018

PURSUANT TO ADJOURNMENT the Board of County Commissioners met at the Douglas County Courthouse in Armour, SD at 9:00 a.m. on Tuesday, July 3, 2018. I. Lau, S. Lau, Maas, Muntefering and Star were present. Also present were Auditor Barker and Sam Grosz, Representing Douglas County Publishing. The meeting was called to order by Chairman Muntefering. The Pledge of Allegiance was recited. Motion was made by Maas seconded by Star to adopt the amended agenda. All members voted in favor of this action, motion carried.

APPROVAL OF MINUTES

A motion was made by S. Lau and seconded by Maas to approve of the June 7th and 19th meeting minutes. All members voted in favor of this action, motion carried.

HIGHWAY DEPARTMENT

Superintendent Meyer was unable to attend the meeting. Auditor Barker presented an approach Application and Permit that was submitted by Jim Fousek for the purpose of installing an approach at the following legal location: Lot 6 of the NE ½ of the NE ¼ of Section 31, Charles Mix County. The approach will be off Old Hwy 18 with in Douglas County. S. Lau moved to approve the application, with all approach work and installation to be done at the expense of the applicant. Maas seconded the motion. All members voted in favor of this action, motion carried.

DIRECTOR OF EQUALIZATION

Jessica van Wyk, Director of Equalization met with the board briefly. Van Wyk requested approval to add call forwarding to her phone line, making her more accessible while she is out assessing properties. A motion was made by S. Lau and seconded by Star authorizing the Director of Equalization to add call forwarding to her monthly phone bill. All members voted in favor of this action, motion carried.

van Wyk explained that she feels there should be a public notary within the courthouse that is there on a regular basis. The Board agreed that the service should be offered and authorized one courthouse employee to complete the process to become notarized .

A motion was made by Star and seconded by Maas to approve the purchase of a new desk for the Director of Equalization's office out of the 2018 budget as scheduled. All members voted in favor of this action, motion carried.

PARK/ GOLF COURSE

A motion was made by Star and seconded by Maas to approve of the installation of a security yard light by the north entrance to the campground. All installation expenses are to be paid by Dakota Trails Golf Course. All members voted in favor of this action, motion carried.

The option of offering permanent/seasonal camp sites at the campground was discussed. A motion was made by S. Lau and seconded by Star to allow for permanent camping spots to be purchased at a prorated fee for 2018 and \$500.00 per season for future years. All members voted in favor of this action, motion carried. To purchase a campsite, please contact Park Caretaker, Roxane Wentz.

2019 BUDGET REQUEST

Dr. Tom Stanage, Lewis and Clark Behavioral Health Center, met with the board to give an annual review and submit the 2019 budget request. No action was necessary.

PLAT APPROVAL

A motion was made by I. Lau and seconded by Maas to approve the following plats:

Survey of Beuning Tract 1 in Govt. Lot 1 in the NE ¼ of Section 5, T99N, R62W, of the 5th P.M., Douglas County, South Dakota.

Survey of Beuning Tract 1 in the NE ¼ of Section 8, T99N, R62W, of the 5th P.M., Douglas County, South Dakota.

A Plat of Fink's Tact 1 & 2, A subdivision of the SE ¼ of Section 18, T99N, R62W of the 5th P.M., Douglas County, South Dakota.

CONTINGENCY TRANSFER:

A motion was made by Maas and seconded by S. Lau, to introduce the following resolution. Voting "aye": S. Lau, Star, Maas and Muntefering. Voting "nay": I. Lau. Motion carried.

RESOLUTION #2018-02 TRANSFER FROM CONTINGENCY FUND

WHEREAS, insufficient appropriation was made in the 2018 adopted budget for the following department to discharge just obligations of said appropriations; and
WHEREAS, SDCL 7-21-32.2 provides that the transfers be made by resolution of the board from the contingency appropriation established pursuant to SDCL 7-21-6.1 to other appropriations;
THEREFORE BE IT RESOLVED that the appropriation be transferred from the contingency budget (101-112-429) to the following department budgets:

101-711-411 (Planning and Zoning Salaries) in the amount of \$1,000.00
101-711-412 (Planning and Zoning OASI) in the amount of \$200.00
101-711-413 (Planning and Zoning Retirement) in the amount of \$130.00
101-711-414 (Planning and Zoning Work Comp.) in the amount of \$30.00
101-711-415 (Planning and Zoning Group Ins.) in the amount of \$400.00
101-711-422 (Planning and Zoning Prof. Fees) in the amount of \$5,000.00
101-711-423 (Planning and Zoning Publishing) in the amount of \$1,000.00
101-711-426 (Planning and Zoning Supplies) in the amount of \$200.00
101-711-427 (Planning and Zoning Travel) in the amount of \$100.00

EXECUTIVE SESSION:

At 10:25 a.m. a motion was made by S. Lau and seconded by Star to enter into executive session at the request of Auditor Barker to discuss a personnel matter. At 10:45 a.m., Chairman Muntefering declared the meeting back to open session with the following action taken.

A motion was made by Maas and seconded by S. Lau to adopt the updated Job Description for the Deputy Auditor position and to authorize the Auditor to advertise for a new full time deputy. All members voted in favor of this action, motion carried.

A motion was made by S. Lau and seconded by Maas to increase Kim Klein's hourly wage to \$12.50 per hour after the completion of her six month probationary period and also because Klein is

currently acting as the department head for the 4-H Office. This increase will be reflected on July payroll and prorated back to June 16th (the date of her completed probationary period). All members voted in favor of this action, motion carried.

CLAIMS

The following claims were approved for payment:

GENERAL FUND:

June Payroll: Commissioners 3393.81 Auditor 7154.27 Treasurer 7761.16 States Attorney 4722.86 Courthouse Janitor 4814.48 Equalization 6414.89 Register of Deeds 3854.28 Veterans Service Officer 805.91 Sheriff 16,370.22 Coroner 0.00 E911 26.66 Welfare Director 156.51 Ambulance 2144.39 Museum 0.00 Park 904.10 Fair Board 191.70 Extension 2288.09 Weed and Pest 960.04 Planning & Zoning 609.52. Lincoln Life 1086.28 Agland Coop 95.60 repairs; Armour Chronicle 293.99 publishing; Armour Lumber Co. 280.06 repairs; Armour City 226.50 utilities; Bender's Sewer and Drain 379.00 park maint; Cole Papers 320.24 supplies; Connecting Point 10242.24 prof. fees; Corsica Globe 370.99 publishing; Corsica Hardware 203.98 repairs; Delmont Record 224.59 publishing; John Engelland 637.94 equip. reimbursement; Fairway Seed 87.50 supplies; Goldenwest 889.88 utilities; Jacks Uniforms & Equip. 206.77 sheriffs uniforms; Jury and Witness fees 1770.76 prof fees; Carolyn Lau 134.40 travel; Northwestern Energy 1408.94 utilities; Office Products Center 148.36 supplies; Craig Parkhurst 1930.60 prof fees/supplies/travel/utilities; Tessiers 1250.00 prof fees; Voyager Fleet 1457.00 fuel.

ROAD AND BRIDGE FUND:

June Payroll: 19,087.48; Armour Dray 25.00 utilities; Armour Lumber Co. 36.92 supplies; Armour City 49.00 utilities; Brosz Engineering 655.00 prof. services; Connecting Point 1665.25 prof fees; Goldenwest 125.82 utilities; Paul Groeneweg 252.36 repairs; Joel Meyer 82.32 travel; Newman Signs 18.20 repairs; Noteboom Implement 316.50 tires; Office Products Center 177.92 supplies; SD dept. of Transportation 651.00 road repairs; Transource Truck & Equip. 2597.23 repairs; Voyager Fleet 472.62 fuel; WW Tire Service 2734.80 tires.

E911 FUND:

Goldenwest 436.56 E911 System; Midstate Communications 440.11 E911 System

EMERGENCY MANAGEMENT FUND

June payroll 1444.98; Goldenwest 16.00 utilities; Pat Harrington 340.79 travel; Pioneer Designs 365.00 supplies;

MODERNIZATION AND PRESERVATION FUND:

Microfilm Imaging 42.00 prof fees.

ADJOURNMENT

At 11:15 a.m. a motion was made by Star, seconded by Maas, to adjourn until 9:00 a.m. on Tuesday July 24, 2018. All members voted in favor of this action, motion carried.

SIGNED: _____
Floyd Muntefering, Chairman
Board of County Commissioners

ATTEST: _____
Phyllis Barker, Auditor