

DOUGLAS COUNTY COMMISSIONERS
JANUARY 8, 2019

The Board of County Commissioners met in regular session at the courthouse in Armour, SD at 9:00 a.m. on Tuesday, January 8, 2019. Members present were Steve Lau, Ivan Lau, Marlin Maas, Jerod Star and Tim Goldammer. Also present were Auditor Barker and Jennifer Kellogg, representing Douglas County Publishing. Treasurer Julie Brenner was also in attendance. Auditor Barker called the meeting to order. The pledge of allegiance was recited.

APPOINTMENT OF NEW COMMISSIONERS

S. Lau made a motion to appoint Jerod Star as Douglas County Commissioner of District Two. Star will need to run again in 2020 for a two-year term. Maas seconded the motion, all members voted in favor of this action, motion carried.

Star made a motion to appoint Ivan Lau as Douglas County Commissioner of District Four. Ivan Lau will need to run again in 2020 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 2019. Maas motioned to nominate Steve Lau to serve as Chairperson for 2019. Goldammer seconded the motion and moved that nominations cease. With S. Lau abstaining, all other members voted aye, motion carried.

The Auditor called for nominations for Vice-chairperson. Star nominated Marlin Maas to serve as Vice-Chairman for 2019. Goldammer seconded the motion and called for nominations to cease. All board members voted in favor of this action, motion carried. Chairperson S. Lau asked for approval of the agenda. Motion was made by Star and seconded by Maas to adopt the agenda, all members voted in favor of this action, motion carried.

HIGHWAY DEPARTMENT

Highway employees, Bob Reinfeld, Steve Harrington, Terry VanZee and John Parker were present upon request of the Board for an update. The Board relayed grievances they had received from constituents in regards to the most recent snow storms. The Highway crew explained the weather conditions and the fact that they are down an employee had made it difficult for them to get to all of the roads as fast as they would like to. The Board explained that Bob Reinfeld has been promoted to be the Assistant Highway Superintendent, therefore, in the absence of Superintendent Meyer, will be their acting supervisor. Inventory and other upcoming projects were discussed. The Board thanked the crew for their patience and hard work during this interim period.

Auditor Barker presented an approach Application and Permit that was submitted by Jim Eggers for the purpose of installing an approach at the following legal location: W ½ of the NW ¼ of Section 19, Garfield Twp. Maas moved to approve the application, with all approach work and installation to be done at the expense of the applicant. Star seconded the motion. All members voted in favor of this action, motion carried.

EXECUTIVE SESSION

Jessica van Wyk, Director of Equalization met with the Board briefly. At 9:48 a.m. a motion was made by Goldammer and seconded by Maas to enter into executive session with van Wyk and Barker present to discuss a personnel matter. All members voted in favor of this action, motion carried. Van Wyk exited the session at 10:02 a.m. The Board continued in executive session with Barker present to discuss other personnel matters. At 10:51 a.m. Chairman Lau declared the meeting back to open session with the following action taken:

2019 WAGES

A motion was made by Star to increase employee wages as follows effective with January 2019 payroll:

Auditor \$41,000.00 annually, Treasurer \$39,000.00 annually, Register of Deeds \$35,000.00 annually, and Director of Equalization \$39,000.00 annually. All other courthouse employees will receive a 2.5% increase. Highway employees, with the exception of the superintendent, will be given a 5% increase. Goldammer seconded the motion, all members voted in favor of this action, motion carried.

Motion was made by Star seconded by Maas to hire Jessica van Wyk to the position of Interim Highway Secretary for a maximum of 100 hours at her current hourly wage. All members voted in favor of this action, motion carried.

A motion was made by Star and seconded by Goldammer to advertise for the Park caretaker position for the 2019 season. All member voted in favor of this action, motion carried.

A motion was made by Maas and seconded by Goldammer to give States Attorney Parkhurst a \$1000.00 appreciation bonus for all of the extra hours he put into revamping the Planning and Zoning Ordinance. All members voted in favor of this action, motion carried.

OTHER BUSINESS

A motion was made by Star and seconded by Maas authorizing Chairman Lau to sign the First District Agreement for 2019 GIS Hosting needs. All members voted in favor of this action, motion carried.

A motion was made by Star and seconded by Goldammer authorizing Chairman Lau to sign the 2019 SLA Agreement with the State for the Emergency Management Department. All members voted in favor of this action, motion carried.

2019 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.

2019 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	Marlin Maas and Jerod 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	Tim Goldammer
Soil Conservation	4 th Monday MONTHLY	Ivan Lau
Randall RC&D Council	Last Thursday MONTHLY	Steve Lau
Solid Waste Disposal	2 nd Tuesday MONTHLY	Steve Lau & Jerod Star
Enhanced 911	Meetings as Needed	Steve Lau
Alcohol/ Drug Center	Meetings as Needed	Marlin Maas
Planning/Zoning	2 nd Thursday MONTHLY AS NEEDED	Tim Goldammer & Jerod Star
LEPC	MONTHLY	Steve Lau & Tim Goldammer

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 and \$5000.00 for the Highway Department. 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 Maas to approve all appointments, hours, holidays and spending procedures. All members 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 2019.

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 Secretary not to exceed 450 hours.

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 2019, Ivan Lau

PLANNING & ZONING BOARD:

(3 year terms, other than annual for commissioners) VACANT-Dist.1 (term will expire 2022), Seth Denning -Dist.2 (term will expire 2022), Mark Fuoss Dist. 3 (term will expire 2021), Gregg Olawsky-Dist. 5 (term will expire 2020), Jordan Reimnitz- At-Large (term will expire 2020) and Commissioners (2) for 2019, Steve Lau and Jerod Star.

WEED AND PEST CONTROL: (Three year appointments) - Area 1–Wayne Lefers (term will expire in 2022) Area 2–Robert Clark (term will expire in 2020), Area 3–John D. Brenner (term will expire in 2022), 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 2019, Tim Goldammer.

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 2019).

BOARD OF APPRAISERS: Robert Reinfeld 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	\$ 6,931.67 per year
Jerod Star	District #2	\$ 6,931.67 per year
Steve Lau (Chairman)	District #3	\$ 10,455.00 per year
Ivan Lau	District #4	\$ 6,931.67 per year
Tim Goldammer	District #5	\$ 6,931.67 per year

ELECTED OFFICIALS:

Phyllis Barker	Auditor	\$ 41,000.00 per year
Julie Brenner	Treasurer	\$ 39,000.00 per year
Kim Huebner	Register of Deeds	\$ 35,000.00 per year
Jon Coler	Sheriff	\$ 45,315.68 per year
Craig Parkhurst	States Attorney	\$ 40,268.77 per year

AUDITOR OFFICE:

Crystal Bruinsma	Deputy Auditor	\$13.50 per hour
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DIRECTOR OF EQUALIZATION OFFICE:

Jessica L. van Wyk	Director	\$39,000.00 per year
Roxane Wentz	Assistant	\$12.09 per hour

EMERGENCY/DISASTER OFFICE:

Pat Harrington	Director	\$15,996.15 per year
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4-H OFFICE:

Kimberly Klein	Support Staff/ W&P Secretary	\$12.81 per hour
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HIGHWAY DEPARTMENT:

Joel Meyer	Superintendent	\$40,839.14 per year
Robert Reinfeld	Assistant Superintendent	\$16.65 per hour
Steven L. Harrington	Maintenance	\$17.82 per hour
Terry VanZee	Maintenance	\$16.67 per hour
John Parker	Maintenance	\$15.27 per hour

PARK DEPARTMENT:

Park Caretaker	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	\$12.00 per hour
TREASURERS OFFICE:		
Carolyn Lau	Deputy	\$14.28 per hour
CORONER CALLS:		
Dustin Palmquist	Coroner	\$100.00 per call
Deputies	Deputy Coroner	\$100.00 per call
PROPERTY MAINTENANCE:		
John L. Engelland	Custodian	\$ 38,499.64 per year
As Needed (Sick Leave/Vacation)	Custodial	\$11.50 per hour
SHERIFF DEPARTMENT:		
Gene Niehus	Deputy	\$38,125.71 per year
Dustin Palmquist	Deputy	\$38,125.71 per year
Jesse Antonmarchi	Deputy	\$35,301.58 per year
Certified Deputies	As Needed	\$14.27 per hour
MUSEUM:	Receptionist	\$9.50 per hour
OFFICES NEEDING EXTRA CLERKS:		
Clerks	As Needed	wage negotiable
VETERANS SERVICE OFFICE:		
Fred Kuil	Service Officer	\$8,739.71 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:
ELECTION SCHOOL

Per Location

\$75.00 per election
\$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, Dewayne 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.

ADJOURNMENT

At 11:40 a.m. Star motioned to adjourn until 9:00 a.m. on Tuesday, January 22, 2019. Maas seconded. All members voted aye, motion carried.

SIGNED: _____
Steve Lau, Chairman
Board of County Commissioners

ATTEST: _____
Phyllis Barker Auditor

