

DOUGLAS COUNTY COMMISSIONERS  
JANUARY 5, 2023

The Board of County Commissioners met in regular session at the courthouse in Armour, SD at 1:00 p.m. on Thursday, January 5, 2023. Members present were Dan Koedam, Lori Sparks, Jerod Star and Nathan E. Ymker. Auditor Phyllis Barker and Treasurer Julie Brenner were also present. Marlin Maas was absent. Auditor Barker called the meeting to order. The pledge of allegiance was recited.

OATH OF OFFICE- COMMISSIONER DISTRICT 5

Auditor Barker administered the Oath of Office to Dan Koedam for his 4-year term as Commissioner of District 5.

ORGANIZATION OF COUNTY BOARD

The Auditor called for nominations for Chairperson of the Board for the year 2023. A motion was made by Ymker to nominate Lori Sparks to serve as Chairperson for 2023 with Star seconding the motion. Sparks motioned to nominate Jerod Star to serve as Chairperson for 2023, Ymker seconded the motion and moved for nominations cease. The following votes were recorded: Star: Sparks, Koedam: Sparks, Ymker: Sparks, Sparks: Star. Maas was absent. Lori Sparks was declared Chairperson for 2023. Motion carried. The Auditor called for nominations for Vice-chairperson for 2023. A motion was made by Ymker to nominate Marlin Maas to serve as Vice-Chairman for 2023 and call for nominations to cease. Koedam seconded the motion. All present voted in favor of this action; motion carried. The Chair asked for approval of the agenda. Motion was made by Star and seconded by Ymker to adopt the agenda. All members voted in favor of this action; motion carried.

TREASURERS OFFICE

Julie Brenner, Treasurer, met with the Board to present the Delinquent Tax List for their review. No action was needed.

EXECUTIVE SESSION

A motion was made by Star and seconded by Ymker to enter into executive session at 1:22 p.m. to discuss personnel matters with Barker present. All members voted in favor of this action; motion carried. At 1:40 p.m. Chairperson Sparks declared the meeting back to open session with no action taken at this time.

DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, met with the Board briefly to discuss her wage. No action was taken at this time.

PRISONER HOUSING CONTRACT

A motion was made by Star and seconded by Ymker to approve the 2023 Jail Contract with Davison County at a rate of \$100.00 per day and to authorize the Chair to sign the agreement. All present voted in favor of this action; motion carried.

**2023 BEGINNING OF THE YEAR BUSINESS:**

**MEETING DATES:**

A motion was made by Star and seconded by Koedam 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 voted in favor of this action; motion carried.

**2023 DOUGLAS COUNTY REORGANIZATION OF BOARDS, EMPLOYMENT, EXPENSES AND RATES:**

**COMMISSIONER COMMITTEES AND BOARDS:**

Fair Board	1 <sup>st</sup> Tuesday QTRLY	Lori Sparks
Legislative Resource	During Legislative Session	Auditor
Park Board	As Needed	Marlin Maas and Jerod Star
Planning Dev. District III	2 <sup>nd</sup> Wednesday MONTHLY	Lori Sparks
Rural Office Comm. Serv.	Date Determined at Meeting	Barb Mills
Weed Board	Last Monday MONTHLY	Dan Koedam
Soil Conservation	4 <sup>th</sup> Monday MONTHLY	Nathan E. Ymker
Randall RC&D Council	Last Thursday MONTHLY	Lori Sparks
Solid Waste Disposal	2 <sup>nd</sup> Tuesday MONTHLY	Nathan E. Ymker & Jerod Star
Enhanced 911	Meetings as Needed	Lori Sparks
Alcohol/ Drug Center	Meetings as Needed	Marlin Maas
Planning/Zoning	2 <sup>nd</sup> Thursday MONTHLY AS NEEDED	Dan Koedam & Jerod Star
LEPC	MONTHLY	Lori Sparks & Dan Koedam

**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.

#### FIXED ASSEST POLICY

A motion was made by Ymker and seconded by Koedam to adopt the following fixed assets policy: Capital assets with dollar values over \$1,000 will be recorded and maintained by the Auditor's Office. Individual departments will be responsible for inventory of all public property worth \$100-\$999 with a useful life of one year or more. The departments listing of assets will be provided to the Auditor's Office by the first week after the end of the year being December 31<sup>st</sup> every year. The Auditor's Office will be responsible for keeping record of all firearms and computers in addition to the individual department's records of these items. All members voted in favor of this action; motion carried.

#### COUNTY AUTHORIZATION FOR EMPLOYMENT:

Patrick Harrington was re-appointed as the Emergency/Disaster Director for 2023. Jay Vanden Hoek was appointed as the Veterans Service Officer to fill the current term expiring in 2026 per SDCL 34A-1-22.

Motion was made by Star and seconded by Koedam to approve all appointments, hours, holidays and spending procedures. All members voted aye; 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 2080 hours annually. One part-time Clerk not to exceed 50 hours annually.

EMERGENCY AND DISASTER: One part-time Director.

4-H/ EXTENSION DIRECTOR/WEED AND PEST OFFICE: One full-time Office Manager not to exceed 2080 hours annually. One Supervisor not to exceed 200 hours annually.

HIGHWAY OFFICE: One full time Office Manager not to exceed 2080 hours annually.

PARK: One part-time Caretaker, as needed.

REGISTER OF DEEDS OFFICE: Two part-time Deputies for vacation and/or sick leave not to exceed 2080 hours combined between the two.

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.

#### 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; Robert Reinfeld and Commissioners (2) for 2022- Lori Sparks and Tim Goldammer.

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 2023- Lori Sparks

PLANNING & ZONING BOARD: (Three-year terms, other than annual for commissioners) Kevin Lefers-Dist.1 (term will expire 2025), VACANT -Dist.2 (term will expire 2025), Mark Fuoss Dist. 3 (term will expire 2024), Gregg Olawsky-Dist. 5 (term will expire 2026), Jordan Reimnitz- At-Large (term will expire 2026) and Commissioners (2) for 2023-Dan Koedam and Jerod Star.

WEED AND PEST CONTROL: (Three-year appointments) - Area 1–Wayne Lefers (term will expire in 2025) Area 2–Erik VandenHoek (term will expire in 2026), Area 3–John D. Brenner (term will expire in 2025), Area 4–Joseph Pickart (term will expire 2026), Area 5–Mark Heisigner (term will expire 2024), Area 6–Garry D. Bultje (term will expire in 2024), Commissioner (1) for 2023- Dan Koedam.

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 2026)  
Board Members: Vice-Chairman of Commissioners as alternate member (Maas for 2023).  
BOARD OF APPRAISERS: Robert Reinfeld and all Commissioners other than Chairperson.

DESIGNATION OF OFFICIAL NEWSPAPERS, LOCATION SITES AND DEPOSITORY BANKS:  
A motion was made by Ymker and seconded by Star to designate the Armour Chronicle and Corsica Globe as official county newspapers. The bulletin board in the second-floor lobby 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. All members voted in favor of this action; motion carried.

#### 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.

A motion was made by Ymker and seconded by Star to approve attendance for the following meetings. All members voted in favor of this action; motion carried.

**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.

A motion was made by Star and seconded by Ymker to increase the rates as follows:

	IN STATE	OUT OF STATE
Mileage	.51	.51
Breakfast	12.00	10.00
Lunch	18.00	18.00
Dinner	28.00	28.00

**EMT CONTINUING EDUCATION**

Motion was made by Star and seconded by Koedam that 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 lodging at no more than \$300/annually per EMT. Only EMT's on the payroll shall be considered for reimbursement of expenses and only after receiving prior authorization from the EMS Director.

**DOUGLAS COUNTY PAYROLL:**

Motion was made by Koedam and seconded by Ymker that the following salaries and wages for 2023 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	\$8,980.00 per year
Jerod Star	District #2	\$8,980.00 per year
Lori Sparks (Chair)	District #3	\$13,320.00 per year
Nathan Ymker	District #4	\$8,980.00 per year
Dan Koedam	District #5	\$8,980.00 per year

ELECTED OFFICIALS:

Christine Lau	Sheriff	\$54,060.00 per year
Craig Parkhurst	States Attorney	\$51,314.60 per year
Phyllis Barker	Auditor	\$52,000.00 per year
Julie Brenner	Treasurer	\$48,039.20 per year
Kim Huebner	Register of Deeds	\$45,000.00 per year

AUDITOR OFFICE:

Crystal Bruinsma	Deputy Auditor	\$17.70 per hour
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DIRECTOR OF EQUALIZATION OFFICE:

Jessica Goehring	Director	\$48,039.20 per year
Roxane Wentz	Assistant	\$16.98 per hour

EMERGENCY/DISASTER OFFICE:

Pat Harrington	Director	\$22,500.00 per year
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4-H/ XTENSION/WEED AND PEST OFFICE:

Kimberly Klein	4-H Director/ W&P Sec.	\$38,518.70 per year
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HIGHWAY DEPARTMENT:

Robert Reinfeld	Superintendent	\$48,510.86 per year
Steven L. Harrington	Shop Foreman	\$22.38 per hour
Terry Van Zee	Maintenance	\$21.22 per hour
Cameron Hinckley	Maintenance	\$20.35 per hour
John Parker	Maintenance	\$19.77 per hour
Jacob Horstman	Maintenance	\$18.56 per hour
Callie Nichols	Office Manager	\$17.25 per hour

PARK DEPARTMENT:

Park Caretaker	Care Taker	\$4,200.00 per season
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WEED AND PEST DEPARTMENT:

Jefferson Grosz	Supervisor	\$28.66 per hour
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PLANNING AND ZONING / E-911:

Jessica Goehring	E-911 addressing	\$250.00 per year
Jessica Goehring	Zoning Administrator	\$3,500.00 per year
Phyllis Barker	Recording Secretary	\$750.00 per year

DRAINAGE:

Phyllis Barker	Administrator	\$3,500.00 per year
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REGISTER OF DEEDS OFFICE:

Roxane Wentz	Deputy	\$16.98 per hour
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TREASURERS OFFICE:

Carolyn Lau Deputy \$17.70 per hour

CORONER CALLS:

Dustin Palmquist Coroner \$100.00 per call

Deputies Deputy Coroner \$100.00 per call

PROPERTY MAINTENANCE:

John L. Engelland Custodian \$46,947.40 per year

As Needed (Sick Leave/Vacation) Custodial \$16.38 per hour

SHERIFF DEPARTMENT:

Gene Niehus Deputy \$48,039.20 per year

Dustin Palmquist Deputy \$48,039.20 per year

Josh Knodel Deputy \$44,000.00 per year

Certified Deputies As Needed \$20.63 per hour

OFFICES NEEDING EXTRA CLERKS:

Clerks As Needed Wage Negotiable

Kathy Lau As Needed \$16.38 per hour

VETERANS SERVICE OFFICE:

Jay Vanden Hoek Service Officer \$11,130.00 per year

WELFARE OFFICIAL

Phyllis Barker Director \$1,500.00 per year

AMBULANCE:

EMT's \$36.00 per hour

EMR \$31.00 per hour

Drivers \$26.00 per hour

First Responder \$26.00 per hour

BOARD MEMBERS:

Weed/Pest Board Members \$70.00 per meeting

Planning/Zoning Board Members \$7000 per meeting

All Other Boards Members \$50.00 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 \$200.00 per election

BACK- UP WORKERS: Each Election \$50.00 per election

POLLING PLACES: Per Location \$75.00 per election

ELECTION SCHOOL \$20.00 + Mileage

**AMBULANCE PERSONNEL**

Armour: EMTS: Nicole Neugebauer, Pat Harrington, Kristina Ymker, Dwight Brenner, Jay Spaans, Blake Ligtenberg, Ashley Love, Wes Will, Ray Bigge, Jordan Mulder, Scott Ymker, and Heather Fechner.

Corsica: Joy Blom, Londa Vanden Hoek, Kathy Zomer, Marilyn Zomer, Troy Strid, Pat Dockendorf, Wendy Barse, Devin Veurink, Jennifer Johnson, Trista DeLange, Lashell Menning, Diane Niewenhuis, and Laura Woerner.

**2023 RENTAL RATES FOR COUNTY EQUIPMENT:**

A motion was made by Koedam and seconded by Star to adopt the following rental rates for 2023. All present voted in favor of this action; motion carried.

**2023 RENTAL RATES FOR COUNTY EQUIPMENT  
(TOWNSHIPS AND MUNICIPALITIES, ONLY)**

As of January 5, 2023

(One-half hour minimum on all equipment, emergency use allowed only)

Maintaining Township Roads with motor grader	\$190.00
Other work with motor grader	\$200.00
Snow plowing with motor grader v-plow & wing	\$210.00
Truck 12 yard	\$150.00
Truck with one-way plow	\$165.00
Front End Loader	\$200.00
Front End Loader with Snow Blower	\$225.00
Front End Loader with V-Plow	\$200.00
Brush Chipper	\$150.00
Backhoe	\$200.00

The above rates are for the piece of equipment and the operator only; any additional labor is at the direct and indirect rates of each individual employee. The above rates will be increased \$25.00 per hour for Saturday, Sunday, or Holiday work and any hours before 8:00 a.m. or after 4:30 p.m. on all other days. Douglas County will NOT load gravel for private individuals.

Excise tax of 2% will be added to all applicable invoices.

**ADJOURNMENT**

At 3:16 p.m. Ymker motioned to adjourn until 9:00 a.m. on Tuesday, January 17, 2023. Koedam seconded. All members voted in favor of this action; motion carried.

SIGNED: \_\_\_\_\_

Lori Sparks, Chairperson  
Board of County Commissioners

ATTEST: \_\_\_\_\_

Phyllis Barker Auditor



