

Douglas County Commissioner Meeting Minutes
March 21, 2023

PURSUANT TO ADJOURNMENT the Board of County Commissioners met at the Douglas County Courthouse in Armour, SD at 9:00 a.m. on Tuesday, March 21, 2023. Members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star and Nathan E. Ymker. Auditor Phyllis Barker was also present. Chairperson Sparks called the meeting to order. The Pledge of Allegiance was recited. A motion was made by Star and seconded by Ymker to adopt the amended agenda. All members voted in favor of this action; Motion carried.

TAX DEED SALE

After the tax deed sale, held prior to the meeting, a motion was made by Star and seconded by Koedam to approve the following sales:

-Parcel #3312. Lot 16 and E2 of Lot 17 Blk 11 Original Town of Corsica, Douglas County, South Dakota. Commonly known as: 440 E. 5th St., Corsica, SD. -Sold to the highest bidder, Terry and Cynthia Waterman for a total of \$12,500.00.

-Parcel #3316. Lot 3 Blk 12 Original Town of Corsica, Douglas County, South Dakota. Commonly known as: 455 E. 4th St., Corsica, SD. – Sold to the sole bidder, Dewayne Muilenburg, for \$500.00.

-Parcel #3588. Lots 14-15 Blk 2 Original Town of Delmont, Delmont, South Dakota. Commonly known as: 109 W. Depot St., Delmont, SD. – Sold to the sole bidder, City of Delmont, for \$250.00.

-Parcel #3678. Lot 7 & S2 of Lot 8 & N 20' of S 162' of W 127' Blk 15 Carl's Addition, Delmont, South Dakota. Commonly known as: 304 S. Seaman St., Delmont, SD. -Sold to the sole bidder, Lawrence Ritchie, for \$100.00.

All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

At 9:08 a.m., a motion was made by Maas and seconded by Ymker to enter executive session with Barker present to discuss a personnel matter. All members voted in favor of this action; motion carried. At 9:58 a.m., Chairperson Sparks declared the meeting back to open session with the following action taken:

A motion was made by Ymker and seconded by Koedam to amend the Douglas County Personnel Policy to state that fulltime employees who do not maintain fulltime hours within a pay period, will be required to pay 100% of their health insurance premium for that month. If full time status is not met for three consecutive months, the employee will be demoted to part-time and forfeit all county paid benefits. All present voted in favor of this action; motion carried.

A motion was made by Star and seconded by Maas authorizing a sick leave donation transfer of 40 hours. All members voted in favor of this action; motion carried.

BID LETTING

At the advertised time of 10:00 a.m., the bid letting for the Bathroom Demolition and Remodel was held. Auditor Barker informed the Board that no bids were received, therefore, no action was taken.

DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, met with the board briefly to hand out 2023 Equalization information. Goehring also presented a plat to be signed by the Board. A motion was made by Koedam and seconded by Maas to approve and authorize the Chairperson to sign the Plat of Lot A of

Schnell's Addition in the NE ¼ of Section 27, T100N, R62W, of the 5th P.M., in Washington Township, Douglas County (10.37 Acres). All members voted in favor of this action; motion carried.

PARK

Roxane Wentz, Park Caretaker, met with the Board to present lawnmower quotes for a new mower for the campground. Discussion was held. A motion was made by Ymker and seconded by Maas to purchase a Hustler Rear Discharge 2023ZX1 lawn mower from Doug's Repair of Mitchell for \$12,451.00. All members voted in favor of this action; motion carried.

4-H EXTENSION

Kim Klein, 4-H Extension Director, met with the Board briefly to discuss her department. Klein would like to attend the 2023 4-H Online and Fair Entry Training in Mitchell on April 13th. A motion was made by Star and seconded by Koedam authorizing Klein to attend the aforementioned meeting. All members voted in favor of this action; motion carried.

SHERIFF'S OFFICE

Chris Lau, Sheriff, met with the Board to provide an update on her department. Lau informed the Board of a sheriff's Convention coming up in April. A motion was made by Star and seconded by Maas authorizing Lau to attend the Sheriff's Convention April 11- 13th in Deadwood. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Star and seconded by Ymker to enter executive session at 11:15 a.m. with Lau and Barker present to discuss a personnel matter. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 11:29 a.m. with the following action taken:

A motion was made by Star and seconded by Maas to hire Jon Werkmeister as a part-time deputy effective immediately. All members voted in favor of this action; motion carried.

AUDITORS OFFICE

Phyllis Barker, Auditor, presented time clock options from TimeTrex Workforce Management and Time Clocks Plus as requested by the Board. Discussion was held resulting in the following action: A motion was made by Ymker and seconded by Koedam, to contract with TimeTrex Workforce Management for facial recognition time clock services. All members voted in favor of this action; motion carried.

A motion was made by Maas and seconded by Ymker approving the pay out of Cameron Hinckley's vacation, sick leave and final paycheck. All members voted in favor of this action motion carried.

A motion was made by Ymker and seconded by Maas to surplus a fan (FA# 3282) from the Treasurer's Office. All members voted in favor of this action; motion carried.

An email from the Governor regarding the Easter Holiday was read with no action taken. The Courthouse will be closed on Good Friday as stated in the Douglas County Personnel Policy.

FEES REPORT

Clerk of Courts fees (February 2023): 1,577.50

Register of Deeds fees (February 2023) 3,825.00

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: February 2023

Checking Accounts \$4,496.00

Cash on Hand.....\$500.00

Petty Cash..... \$400.00
 Un-deposited receipts..... \$76,484.49
 Savings Accounts..... \$3,311,000.00
 Certificate of Deposits \$400,000.00
 Total \$3,792,880.49

FUND BALANCE

General Fund\$2,612,289.04
 Special Revenue Funds \$684,807.88
 Tax Increment District Fund \$1,654.67
 Trust and Agency Funds \$494,128.90
 Total \$3,792,880.49

CLAIMS

The following claims were approved for payment:

GENERAL FUND

The Appliance Center 143.95 repairs; Armour Chronicle 825.65 publishing; Armour Dray 55.00 utilities; Charles Mix Co. Sheriffs Office 140.00 jail fees; Connecting Point 69.36 prof fees; Corsica Globe 975.65 publishing/ supplies; Christine Lau 115.00 reimb for travel; Davison Co. Sheriffs Office 200.00 jail fees; Dept. of Health 100.00 prof fees; First Security Finance 4630.61 debt services; Galls LLC 1221.77 uniforms; Lakeview Veterinary Clinic 3465.50 prof fees; Light and Siren 2581.90 minor equip; Midwest Fire and Safety 443.50 maint; Motorola Solutions 3348.51 radios; Northwestern Energy 2583.97 utilities; Petty Cash 643.52 postage; Small Business Promotions 226.90 supplies; USPS 1519.40 supplies; Whalen Law Office 376.55 prof fees; Wilson’s True Value 63.85 supplies.

ROAD AND BRIDGE FUND

Agland Coop 96.94 repairs/ supplies; Connecting Point 23.14 prof fees; Little Falls Machine Inc. 453.14 supplies; Midwest Fire and Safety 926.25 maint; Northwestern Energy 394.05 utilities; Petty Cash 25.31 postage; Transource Truck & Equip. 1126.33 supplies; Upper Midwest Garage Door 204.08 repairs; Wilson’s True Value 43.99 supplies.

EMERGENCY MANAGEMENT

Konexus 2750.00 prof fees.

ADJOURNMENT

At 11:52 a.m., a motion was made by Star, seconded by Ymker to adjourn until 9:00 a.m. on Tuesday April 4, 2023. All members voted in favor of this action; motion carried.

SIGNED: _____
 Lori Sparks, Chairperson
 Board of County Commissioners

ATTEST: _____
 Phyllis Barker, Auditor