

Douglas County Commissioner Meeting Minutes
June 22, 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, June 20, 2023. Members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star. Auditor Phyllis Barker was also present. Nathan E. Ymker was absent. The Pledge of Allegiance was recited. A motion was made by Maas and seconded by Star to adopt the amended agenda. All members voted in favor of this action; motion carried.

PUBLIC COMMENT

Jessica Goehring, Director of Equalization, was present during public comment to express her interest in the upcoming open position on the Board of Commissioners. No action was taken at this time.

HIGHWAY DEPARTMENT

Bob Reinfeld, Highway Superintendent, and Callie Nichols, Highway Office Manager, met with the Board to discuss their department. Reinfeld discussed tree trimming and removal along county roads that are causing issues. Discussion was held. A pre-construction meeting for the bridge East of Armour is scheduled for next week. The Highway crew will also be attending a grader training through RDO Equipment in Charles Mix County. Chairperson Sparks questioned if there were ever culverts east of the cemetery in Armour on 273rd Street. Discussion was held. Reinfeld will investigate the matter and report back to the Board.

A motion was made by Maas and seconded by Star to authorize Robert Reinfeld, Terry Van Zee, Dave Abbott, and Jefferson Grosz to utilize their cell phones for time keeping services. This is because they work from remote locations and do not always have access to the facial recognition software. No other County Employees are authorized to use cellphones and must use the facial recognition software for time keeping. All members voted in favor of this action; motion carried.

4-H/ FAIRBOARD

Kim Klein, 4-H Extension Director, and John Engelland, Custodian, met with the Board to provide a quote for the removal of the old air conditioning units and install new windows in the front part of the 4-H building. Discussion was held. A motion was made by Maas and seconded by Koedam to approve the quote from Wunder Construction for \$3,571.44 and Independent Viking Glass Inc. for \$4,450.00 for the removal and installation of new windows. All present voted in favor of this action; motion carried. Klein informed the Board that Youth in Action Events are underway and Achievement Days will be July 31-August 1st.

CUSTODIAL

John Engelland, Custodian, would like to purchase a small floor buffer to be able to clean offices with desks that are not moveable. Engelland provided a quote from Cole Papers for a 244NX Compact Scrubber for \$4,400.00. A motion was made Star and seconded by Koedam to authorize the purchase. All present voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Maas and seconded by Koedam to enter executive session with Kim Klein present to discuss a personnel matter at 10:21 a.m. All members vote in favor if this action; motion carried. At 10:42 a.m. Chairperson Sparks declared the meeting back to open session with no action taken at this time.

REGISTER OF DEEDS

Kim Huebner, Register of Deeds, met with the Board to request a full-time deputy in her department. Discussion was held with no action taken at this time.

EXECUTIVE SESSION

A motion was made by Star and seconded by Koedam to enter executive session with Barker present to discuss a personnel matter at 10:55 a.m. All members voted in favor of this action; motion carried. Jessica Goehring joined the session at 10:58 a.m. Goehring exited the meeting at 11:04 a.m. Chairperson Sparks declared the meeting back to open session at 11:08 with no action taken at this time.

PARK

Roxane Wentz, Park Caretaker, met with the Board to discuss the campground. The trees have been planted and are being watered. The Board agreed to transfer the old John Deere residential mower to the Highway Department inventory. Commissioner Star stated that some campers would like to donate towards the purchase of new playground equipment. Auditor Barker confirmed that the funds could be earmarked to be used only for playground equipment at the campground. No action was taken at this time.

AUDITOR'S OFFICE

A motion was made by Maas and seconded by Koedam to approve the following claims that have been written for tax deed services. 2022: #43090: Horry Co. Sheriff, 15.00; #43169: Dakota Co. Sheriff, 30.92; #43172: Dakota Co. Sheriff, 26.00; #43556: Charles Mix Co. Sheriff, 50.50. 2023: #44811: Washington Co. Sheriff, 43.00; #44874: Davison Co. Sheriff, 1.12; #44903: Douglas Co. Sheriff, 18.56; #44980: Yankton Co. Sheriff, 50.00; Judicial Center- Sheriff's Office, 150.00. All members voted in favor of this action; motion carried.

Barker presented a quote for conference equipment from Cole's Computers of Platte for a total of \$2938.96. The Board approved of this purchase at the last meeting, therefore no further action was taken. Barker was instructed to place the order through Cole's Computers.

4th of JULY HOLIDAY

Auditor Barker presented an email from Governor Noem regarding the 4th of July Holiday. Noem has granted administrative leave for all State employees on July 3rd in addition to July 4th. A motion was made by Koedam and seconded by Maas to follow the state and close the Courthouse on July 3rd in addition to July 4th. All employees will be paid 8 hours of holiday pay on the 3rd. All present voted in favor of this action; motion carried.

PLANNING AND DEVELOPMENT DISTRICT III

Auditor Barker presented the Statement of Extension with Planning and Development District III for services in 2024 for a fee of \$12,356.00. A motion was made by Koedam and seconded by Star, authorizing the Chairperson to sign the Statement of Extension Joint Cooperative Agreement with Planning and Development District III for services in 2024. All members voted in favor of this action; motion carried.

STATES ATTORNEY

Craig Parkhurst, States Attorney, met with the Board to provide an update. Discussion was held with no action taken.

SHERIFF

Chris Lau, Sheriff, met with the Board to update them on her department.

Motion was made by Koedam and seconded by Maas to enter executive Session with Sheriff Lau and Barker present to discuss a personnel matter at 12:33 p.m. All members voted in favor of this action; motion carried. At 12:52 p.m., Chairperson Sparks declared the meeting back to open session with the following action taken:

Deputy Josh Knodel has successfully completed his sixth month probation. Therefore, a motion was made by Star and seconded by Maas to increase Knodel’s annual wage by \$2000.00, effective with June payroll. All members voted in favor of this action; motion carried.

Sheriff Lau informed the Board that Deputy Ray Sigg has been relieved of his duties, leaving the County with only 2 full-time deputies. A motion was made by Maas and seconded by Star authorizing the Sheriff to advertise for one full-time deputy. All members voted in favor of this action; motion carried.

FEES REPORT

Register of Deeds (May 2023): \$1670.00

Clerk of Courts (May 2023): \$1847.50

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: May 2023

Checking Accounts	\$3,048.87
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts	\$12,412.54
Savings Accounts.....	\$4,517,000.00
Certificate of Deposits	\$400,000.00
Total	\$4,933,361.41

FUND BALANCE

General Fund	\$2,916,927.47
Special Revenue Funds	\$1,502,010.40
Tax Increment District Fund	\$0.00
Trust and Agency Funds	\$514,423.54
Total	\$4,933,361.41

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Agland Coop 160.04 repairs; Armour Dray 110.00 utilities; Lori Bueber 140.00 maint; C&B Operations 114.39 supplies; Charles Mix Co. Sheriff’s Office 210.00 jail fees; Connecting Point 1995.00 prof fees; Corsica Globe 412.25 publishing; Corsica Hardware 63.97 supplies; Darrington Water 25.40 supplies; DCMH 50.00 prof fees; Den Herder Law Firm 160.00 prof fees; Department of Health 80.00 prof fees; Jessica Goehring 626.19 travel; Brenda Lau 140.00 maint; McLeod’s Office Supply 1439.80 supplies; Northwestern Energy 6.39 utilities; Office Products Center 93.69 supplies; SDACC 317.00 CLERP; State of SD 52.75 utilities; TEAM Laboratory and Chemical 1050.16 supplies; USPS 710.00 prof fees; Vogt’s Repair 190.26 repairs; Wilson’s True Value 117.98 supplies.

ROAD AND BRIDGE FUND

Corsica Hardware 8.49 supplies; Dustbusters Enterprises 4997.05 road maint; Fousek Truck Services 211.11 supplies/repairs; Johnson's Restoration 765.34 repairs; Northwestern Energy 174.15 utilities; USPS 94.00 prof fees; Vogt's Repair 178.84 supplies.

ADJOURNMENT

A motion was made by Maas and seconded by Star to adjourn at 12:58 p.m. until the next meeting scheduled for *Thursday*, July 6, 2023, at 9:00 a.m. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker Auditor