Douglas County Commissioner Meeting Minutes
July 18, 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, July 18, 2023. Members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star and Jim Werkmeister. Auditor Phyllis Barker was also present. The Pledge of Allegiance was recited. A motion was made by Star and seconded by Koedam to adopt the amended agenda. All members voted in favor of this action; motion carried.

HIGHWAY DEPARTMENT

Bob Reinfeld, Highway Superintendent, met with the Board to update them on his department. Reinfeld said the highway crew has been busy hauling gravel. There will be a Highway Superintendent Certification Course on August 18th in Pierre, Reinfeld will request authorization to attend at the next meeting if it works for his schedule. Reinfeld also discussed the lease agreements on the John Deere graders that will be expiring soon. Discussion was held. Reinfeld will gather quotes from other vendors and report back at the next meeting. Reinfeld reported that the bridge project east of Armour should be underway soon.

Chairperson Sparks and Commissioner Werkmeister brought up a concern that was brought to their attention regarding a culvert east of the Armour Cemetery on 280th street. Reinfeld will do some research and get back to the Board.

Commissioner Koedam expressed concern on the condition of some gravel roads throughout the County. Reinfeld explained that the crew is doing their best to get gravel laid, but being short staffed is causing issues. Contracting out gravel hauling was discussed with no action taken at this time.

Reinfeld received a call from Jay Spaans regarding the campground projects to be completed by the National Guard. They would like to haul the rubble from the campground projects to the County rubble site/ gravel pit and in turn, would haul a load of gravel back to the campground to place around the boat dock. The Board agreed to allowing them to use the county rubble site in exchange for hauling and placing the gravel at the boat dock.

LEWIS AND CLARK BEHAVIORAL HEALTH SERVICES

Dr. Tom Stanage, Lewis and Clark Behavioral Health Services, met with the Board to discuss the 2024 Budget Allotment. Discussion was held. LCBHS is requesting an 8% increase in their allotment from last year. The Board informed Dr. Stanage that the budget will be reviewed later in the meeting and approval would be determined at that time. The Board thanked Dr. Stanage for attending the meeting and providing information.

BROSZ ENGINEERING

Eric Prunty, Brosz Engineering, met with the Board to provide an update on funding for the spillway project. Pat Harrington, Emergency Manager, was also present. Prunty has been researching funding options and has been in touch with Whitney Kilts, a Natural Resource Engineer with the State. Kilts has reviewed the report from Barr Engineering regarding the dam and provided information on the High Hazard Potential Dams Grant Program. Prunty will investigate the grant further once the Notice of Funding Opportunity is released to determine if the Corsica Spillway project would qualify for funding. Currently, there is no hazard mitigation funding available. The board thanked Prunty for the update. No action was taken at this time.

DEPARTMENT OF LEGISLATIVE AUDIT

Maria Schwader, Department of Legislative Audit, met with the Board briefly to inform them that she is now conducting the audit for the two years ending in December 31, 2022. Chairperson Sparks signed the engagement letter with the Department of Legislative Audit for the 2021/2022 audit.

AUDITOR'S OFFICE

Phyllis Barker, Auditor, met with the Board to update them on her department. Barker presented a quote from Connecting Point for replacement batters for APC units for the County server. A motion was made by Maas and seconded by Werkmeister to approve the quote from Connecting Point for the purchase of a replacement battery and a USPS1500VA LCD battery backup for a total of $868.00. All members voted in favor of this action; motion carried. Barker presented a quarterly update outlining the work that had been completed in her office for the last quarter. No action was necessary.

A motion was made by Star and seconded by Maas approving the pay out of Crystal Bruinsma's vacation, sick leave, and final paycheck with July payroll. All members voted in favor of this action motion carried.

At 10:51 a.m., a motion was made by Maas and seconded by Star to enter executive session with Barker present to discuss personnel matters. All members voted in favor of this action; motion carried. At 11:19 a.m., Chairperson Sparks declared the meeting back to open session with the following action taken:

Motion was made by Koedam and seconded by Werkmeister to accept the appointment of Melissa Bowers as Deputy Auditor at a rate of $17.50 per hour with review after completion of a six-month probation. Bowers first day will be July 24, 2023. All members voted in favor of this action; motion carried.

SHERIFF'S OFFICE

Dustin Palmquist, Chief Deputy, met with the Board on behalf of Sheriff Lau. Palmquist provided an update on calls taken and stops made by the department within the last month. The 2024 budget request and the status of the vehicle fleet were discussed with no action at this time.

A motion was made by Maas and seconded by Werkmeister to surplus the boots purchased for Ray Sigg and to resell them to Sigg for $200.00. All members voted in favor of this action; motion carried.

A motion was made by Star and seconded by Koedam to accept the resignation of Pete Eng, Part-time Deputy, effective immediately. All members voted in favor of this action; motion carried.

OTHER BUSINESS

Roxane Wentz, Park Caretaker, met with the Board briefly to provide an update. Wentz would like to purchase a new weed eater for the campground from Corsica Lumber. The Board approved of this purchase. The dump station was also discussed. The National Guard plans to take care of the issue when replacing the bath house. No action was taken.

EXECUTIVE SESSION

At 11:47 a.m., a motion was made by star and seconded by Maas to enter executive session with Wentz present to discuss a personnel matter. All members voted in favor of this action; motion carried. Wentz exited the session at 12:02 p.m. Barker entered the session at 12:09 p.m. Chairperson Sparks declared the meeting back to open session at 12:18 p.m. with no action taken.

DIRECTOR OF EQUALIZATION
Jessica Goehring, Director of Equalization, met with the Board briefly. A motion was made by Koedam and seconded by Maas to approve the following plats and authorize the Chairperson to sign. All members voted in favor of this action; motion carried.
Plat of Lots A1, A2 and A3, a Subdivision of Lot A of B.J. Van Vuuren's First Addition, a Subdivision of the NW ¼ of Section 15, T 100 N, R 64 W of the 5th P.M. in Walnut Grove Township, Douglas County, South Dakota.
Plat of Baier Tract 1, a Subdivision of the NW ¼ of Section 15, T 99 N, R 64 W of the 5th P.M. in Grandview Township, Douglas County, South Dakota.
Plat of Tract A and Tract B of Bunker Hill Addition in the SW ¼ of Section 26, T 100 N, R 66 W of the 5th P.M. in Joubert Township, Douglas County, South Dakota

EXECUTIVE SESSION
At 12:53 p.m. a motion by Star seconded by Koedam to enter executive session with Goehring and Barker present. All members voted in favor of this action; motion carried. Goehring exited the session at 1:00 p.m. Chairperson Sparks declared the meeting back to open session at 1:05 p.m. with no action taken.

REGISTER OF DEEDS
Kim Huebner, Register of Deeds, met with the Board to update them on her department. Huebner reported that as of June 30th her office has receipted in $22,761.95. Discussion was held regarding the workings of the Register of Deeds office with no action taken.

Commissioner Maas exited the meeting at 1:15 p.m.

EXECUTIVE ESSSION
At 11:19 p.m. a motion was made by Star and seconded by Koedam to enter executive session to discuss a personnel matter with Barker present. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session with no action taken at 1:24 p.m.

TREASURERS OFFICE
Julie Brenner, Treasurer, met with the Board to request paperwork be signed to update the banking information. Brenner also inquired about the county credit card policy and procedures and a recent bill that was paid. The Auditor explained the previous bill. No action was necessary.

4-H EXTENSION
Kim Klein, 4-H Extension Director, met with the Board to update them on her department and the upcoming Achievement Days events schedules for July 31st and August 1st. No action was needed.

2024 BUDGET REQUESTS
The 2024 departmental budget requests and proposed provisional budget were reviewed by the Board. No formal action was required at this time.

Commissioner Star exited the meeting at 4:45 p.m.

FEES REPORT:
Clerk of Courts Fees (June): $1562.00
Register of Deeds Fees (June): $2799.50

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: June 2023

Checking Accounts	$4170.36
Cash on Hand	$500.00
Petty Cash	$400.00
Un-deposited receipts	$35,839.95
Savings Accounts	$4,161,000.00
Certificate of Deposits	$400,000.00
Total	$4,601,910.31

FUND BALANCE

General Fund	$2,787,945.21
Special Revenue Funds	$1,494,340.89
Tax Increment District Fund	$0.00
Trust and Agency Funds	$319,624.21
Total	$4,601,910.31

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Armour Chronicle 198.79 publishing; Charles Mix Co. Sheriff's Office 1820.00 prof fees; Connecting Point 302.40 prof fees; Corsica Globe 347.54 publishing; Mitch Delange 53.92 supplies; Koch Electric 185.04 repairs; Kone Inc. 842.01 repairs; Light and Siren 603.66 minor equip.; Office Emporium 236.30 supplies; Office Products Center 275.89 supplies; Parkhurst Law Office Trust 500.00 prof fees; Pioneer Designs 56.26 supplies; Dean Schaefer Court Reporter 30.00 prof fees; Sioux Contracting & Supply 7653.08 repairs; Sun Gold Sports 42.00 supplies.

ROAD AND BRIDGE FUND

Armour Dray 35.00 utilities; C&B Operations 35.00 supplies; Connecting Point 33.63 prof fees; Corsica Hardware 26.99 supplies; Fousek Truck Services 138.27 repairs/supplies; Northwestern Energy 131.78 utilities; Office Products Center 19.15 supplies; Vogt's Repair 3416.52 supplies/ repairs; Wheelco Break and Supply 118.30 supplies.

E911 FUND

Charles Mix County 49,214.98 1st and 2nd qtr 911 fees.

EMERGENCY MANAGEMENT FUND

Connecting point 12.52 prof fees.

RURAL ACCESS INFRASTRUCTURE FUND

David VanderPol Construction 40,212.83 prof fees/repairs for Belmont Twp.

ADJOURNMENT

At 5:25 p.m. Koedam motioned to adjourn until 9:00 a.m. on Tuesday, August 1, 2023. Werkmeister seconded. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker Auditor