

Douglas County Commissioner Meeting Minutes
August 1, 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, August 1, 2023. Members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star and Jim Werkmeister. 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 Maas to adopt the amended agenda. All members voted in favor of this action; Motion carried.

APPROVAL OF MINUTES

A motion was made by Koedam and seconded by Werkmeister to approve the minutes from the July 6th and 18th meeting minutes. All members voted in favor of this action; motion carried.

COMMISSIONER COMMENT

Commissioner Maas brought up premium pay for ambulance employees from the Covid Relief money received in 2021. Auditor Barker explained that the money is no longer authorized to be used for premium pay per the federal guidelines and that the money allocated to the county has been used. Discussion was held with no action taken.

Chairperson Sparks discussed a culvert east of Armour on 280th street again with no action taken at this time.

HIGHWAY DEPARTMENT

Callie Nichols, Highway Office Manager, met with the Board to discuss a proposed change to the 2024 5-year plan. Two bridges in poor condition will be added to the plan so that the county can apply for preliminary engineering and grant funding through the state.

A motion was made by Maas and seconded by Star to introduce the following resolution and authorize the chairperson to sign.

RESOLUTION No. 2023-05
RESOLUTION AUTHORIZING 5-YEAR COUNTY PLAN AMENDMENTS

WHEREAS, Douglas County wishes to amend their previously approved 5 Year County Plan for the Bridge Improvement Grant Program:

ADDITION of Str. No. 22-143-120; Location: 0.5 miles N and 3.7 miles W of Armour, SD over Andes Creek.

ADDITION of Str. No. 22-213-030; Location: 2.0 miles N and 6.3 miles E of Corsica, SD over an Unnamed Creek.

NOW THEREFORE BE IT RESOLVED: That the South Dakota Department of Transportation be and hereby is requested to accept the Amended 5 Year County Highway and Bridge Improvement Plan, previously approved in October of 2022.

Vote of Commissioners: Yes: Star, Koedam, Werkmeister, Maas and Sparks. No: none. Motion carried.
Dated at Armour, SD, this 1st day of August, 2023.

ATTEST: _____
County Auditor

SIGNED: _____
Chairperson

Eric Prunty, Brosz Engineering, presented the Board with applications for SD DOT Bridge Improvement Grant (BIG) PE Funds and Local Federal Bridge Replacement Funds. Discussion was held.

A motion was made by Star and seconded by Koedam to introduce the following resolution and authorize the chairperson to sign:

RESOLUTION No. 2023-06
RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATIONS

WHEREAS, Douglas County wishes to submit an application for consideration of award for the Bridge Improvement Grant and/or Local Federal Bridge Programs:
STRUCTURE No. 22-188-160; Location: 8.2 Miles W of Delmont, SD over a branch of Choteau Creek.
and WHEREAS, Douglas County certifies that the project is listed in the county's Five-Year County Highway and Bridge Improvement Plan;
and WHEREAS, Douglas County agrees to pay the 20% match on the Bridge Improvement Grant funds and/or 18.05% match on the Local Federal Bridge funds;
and WHEREAS, Douglas County hereby authorizes the Bridge Improvement Grant and Local Federal Bridge application and any required funding commitments.
NOW THEREFORE BE IT RESOLVED: That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant and/or Local Federal Bridge application.

Vote of Commissioners: Yes: Koedam, Werkmeister, Maas, Star and Sparks. No: none. Motion carried.
Dated at Armour, SD, this 1st day of August, 2023.

ATTEST: _____
County Auditor

SIGNED: _____

A motion was made by Star and seconded by Koedam to introduce the following resolution and authorize the chairperson to sign:

RESOLUTION No. 2023-07
RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATIONS

WHEREAS, Douglas County wishes to submit an application for consideration of award for the Bridge Improvement Grant and/or Local Federal Bridge Programs:
Structure No. 22-213-030; Location: 2.0 Miles N and 6.3 E of Corsica, SD over an Unnamed Creek.
and WHEREAS, Douglas County certifies that the project is listed in the county's Five-Year County Highway and Bridge Improvement Plan;
and WHEREAS, Douglas County agrees to pay the 20% match on the Bridge Improvement Grant funds and/or 0.0% match on the Local Federal Bridge funds;
and WHEREAS, Douglas County hereby authorizes the Bridge Improvement Grant and Local Federal Bridge application and any required funding commitments.
NOW THEREFORE BE IT RESOLVED: That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant and/or Local Federal Bridge application.

Vote of Commissioners: Yes: Werkmeister, Maas, Star, Koedam, and Sparks. No: none. Motion carried.

Dated at Armour, SD, this 1st day of August, 2023.

ATTEST: _____
County Auditor

SIGNED: _____

A motion was made by Star and seconded by Koedam to introduce the following resolution and authorize the chairperson to sign:

RESOLUTION No. 2023-08
RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATIONS

WHEREAS, Douglas County wishes to submit an application for consideration of award for the Bridge Improvement Grant and/or Local Federal Bridge Programs:
Structure No. 22-143-120; Location: 0.5 Miles N and 3.7 Miles W of Armour, SD over Andes Creek.
and WHEREAS, Douglas County certifies that the project is listed in the county's Five-Year County Highway and Bridge Improvement Plan;
and WHEREAS, Douglas County agrees to pay the 20% match on the Bridge Improvement Grant funds and/or 18.05% match on the Local Federal Bridge funds;
and WHEREAS, Douglas County hereby authorizes the Bridge Improvement Grant and Local Federal Bridge application and any required funding commitments.
NOW THEREFORE BE IT RESOLVED: That the South Dakota Department of Transportation be and hereby is requested to accept the attached Bridge Improvement Grant/ and or Local Federal Bridge application.

Vote of Commissioners: Yes: Maas, Star, Koedam, Werkmeister and Sparks. No: none. Motion carried.
Dated at Armour, SD, this 1st day of August, 2023.

ATTEST: _____
County Auditor

SIGNED: _____

APPROACH PERMITS

Bob Reinfeld, Highway Superintendent, met with the Board to present four approach permits. A motion was made by Koedam and seconded by Maas approving the approach permit submitted by Rudy Niewenhuis to install a new approach located in the NE4 of Section 13, Holland Township contingent upon the applicant installing a steel culvert. All approach work will be at the expense of the landowner. All members voted in favor of this action; motion carried.

A motion was made by Maas and seconded by Werkmeister to approve an approach permit submitted by Donald Fauth to widen an existing approach in the NE4 of section 11, East Choteau Township. All approach work will be at the expense of the landowner. All members voted in favor of this action; motion carried.

A motion was made by Maas and seconded by Werkmeister to approve an approach permit submitted by Donald Fauth to widen an existing approach in the SW4 of section 36, Belmont Township. All approach work will be at the expense of the landowner. All members voted in favor of this action; motion carried.

A motion was made by Star and seconded by Koedam to approve an approach permit submitted by Kent DeBoer to install an approach in the NW4 of section 22, Walnut Grove Township. All approach

work will be at the expense of the landowner. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

At 9:58 a.m. a motion was made by Maas and seconded by Werkmeister to enter executive session with Reinfeld and Barker present to discuss a personnel matter. All members voted in favor of this action; motion carried. At 10:19 a.m., Chairperson Sparks declared the meeting back to open session with no action taken at this time.

The Board noted that public badgering of the Highway Department is not acceptable and instructed the Highway Superintendent and Highway Employees to direct all complaints to the Board of Commissioners, by either attending a meeting or contacting a commissioner directly. The Board thanked the Highway Superintendent and his crew for all their hard work and dedication to the County.

EXECUTIVE SESSION

Roxane Wentz, Assistant Director of Equalization and Deputy Register of Deeds, met with the Board. A motion was made by Star and seconded Koedam to enter executive session at 10:35 a.m. with Wentz and Barker present to discuss a personnel matter. All members voted in favor of this action; motion carried. Wentz exited at 10:43 a.m. Chairperson Sparkes declared the meeting back to open session at 10:50 a.m.

Motion was made by Werkmeister and seconded Koedam to accept Roxane Wentz's resignation from her position as Assistant Director of Equalization, effective August 15th, 2023. At that time Wentz will transition to 24 hours per week as Deputy Register of Deeds and 8 hours per week as Sheriff's Administrative Assistant, not to exceed 32 hours per week total. If Wentz is needed to cover the Register of Deeds Office due to vacation or sick leave, she may not exceed 40 hours per week during that time. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

Craig Parkhurst, States Attorney, met with the Board to discuss legal matters.

At 10:56 a.m. a motion was made by Maas and seconded by Star to enter executive session with Parkhurst and Barker present to discuss potential litigation. All members voted in favor of this action; motion carried. Commissioner Star exited the meeting at 11:45 a.m. Chairperson Sparks declared the meeting back to open session at 11:48 a.m. with no action taken.

OTHER BUSINESS

Gary Maas came to the Board to as permission to light fireworks on Friday, August 4th in Harrison for a family celebration. The Board authorized Maas to light fireworks on August 4th and asked that they be finished by 10:30 p.m. Maas thanked the Board for their approval and agreed to following the noise ordinances.

RECESS

The Board recessed for lunch at 12:15 p.m. Chairperson Sparks declared the meeting back in session at 1:00 p.m.

COMP TIME

A motion was made by Koedam and seconded by Werkmeister to amend the Douglas County Personnel Policy, Section 506, adding sub section E. to state that "the 4-H Extension Director may utilize comp time. This office will be the only courthouse office permitted for the use of comp time

due to the varying schedule and activities required by the office. Comp time not used by December 1st will be paid out in the final payroll of the year in which it was earned." All members voted in favor of this action; motion carried.

DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, was present to update the Board on her department. Goehring reported that the South Dakota Department of Revenue is still requesting the county's GIS information. The Board remained in agreement that the state could pay the fee previously set by motion on June 9, 2022 if they would like the information. No action was taken.

EXECUTIVE SESSION

A motion was made by Koedam and seconded by Werkmeister to enter executive session with Goehring and Barker present at 1:51 p.m. to discuss a personnel matter. All present voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 1:59 p.m. with the following action taken:

A motion was made by Maas and seconded by Werkmeister authorizing the Director of Equalization to advertise for a part-time Assistant or full-time Deputy Director. All members voted in favor of this action; motion carried.

SURPLUS PROPERTY

A list of surplus items was presented to the Board. A motion was made by Koedam and seconded by Werkmeister to approve the surplus of various items from the Courthouse to be destroyed or sold. A complete listing can be found on file in the Auditor's Office. All members voted in favor of this action; motion carried.

CLAIMS

The following claims were approved for payment:

GENERAL FUND

July Payroll: Commissioners 4458.73 Auditor 11,365.28 Treasurer 10,293.82 States Attorney 6172.70 Courthouse Janitor 5708.18 Equalization 8639.38 Register of Deeds 6200.44 Veterans Service Officer 1028.46 Sheriff 18,400.59 Coroner 0.00 Welfare 155.88 Ambulance 1962.83 Extension 3816.30 Weed & Pest 2679.99 Drainage 363.67 Planning and Zoning 709.96 Park 1193.33 Fair board 0.00 Reliance Standard Life Insurance 542.56

Armour Chronicle 687.57 publishing; Cole's Computers 2958.96 minor equip.; Connecting Point 22022.52 prof fees; Corsica Globe 1121.07 publishing; Corsica Hardware 455.94 supplies/equip.; Douglas Electric 100.94 repairs; AT&T Mobility 426.60 utilities; Goldenwest 734.22 utilities; Kimberly Klein 257.53 supply reimb.; McLeod's Office Supply 237.56 supplies; Microfilm Imaging Systems 322.50 rental fees; Northwestern Energy 1425.79 utilities; Office Products Center 521.81 supplies/furniture; SDACC 1900.00 conference; Select Service Center 1451.04 repairs; US Bank Voyager 982.88 fuel.

ROAD AND BRIDGE FUND

July Payroll: 28,812.12; AT&T Mobility 80.08 utilities; Connecting Point 210.74 prof fees; Goldenwest 196.92 utilities; US Bank Voyager 982.88 fuel.

E911 FUND

July Payroll: 26.72; Goldenwest 200.00 utilities.

EMERGENCY MANAGEMENT

July Payroll 26.72; Connecting Point 210.74 prof fees.

ADJOURNMENT

A motion was made by Maas and seconded by Werkmeister to adjourn at 2:11 p.m. until the next meeting scheduled for August 18, 2023. All members voted in favor of this action; motion carried.

SIGNED: _____

Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____

Phyllis Barker Auditor