

Douglas County Commissioner Meeting Minutes  
August 15, 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 15, 2023. Members present were Dan Koedam, Marlin Maas, Lori Sparks, and Jim Werkmeister. Auditor Phyllis Barker was also present. Jerod Star was absent. The Pledge of Allegiance was recited. A motion was made by Maas and seconded by Werkmeister to adopt the amended agenda. All members voted in favor of this action; motion carried.

#### HIGHWAY

Bob Reinfeld, Highway Superintendent, and Callie Nichols, Highway Office Manager, met with the Board to provide an update on their department.

Brice Paulson, Butler Machinery Co., met with the Board to provide quotes and information for CAT Motor Graders. Discussion was held with no action taken at this time.

Ron Jelsma, County Resident, met with the Board to discuss the culvert by his house. Discussion was held with no action taken.

An Approach Permit submitted by Steve Peters was reviewed by the Board. A motion was made by Koedam and seconded by Werkmeister to approve the Approach Permit for installation of a new approach in the SE4 of Section 4, T97N, R62W upon recommendation from the Highway Superintendent. All approach work and expenses will be the responsibility of the applicant. All present voted in favor of this action; motion carried.

A motion was made by Maas and seconded by Koedam to amend Approach Permit #23-04 (Rudy Niewenhuis) to state that a culvert will not be required. All present voted in favor of this action; motion carried.

Reinfeld presented a quote from David VanderPol Construction for the removal of a bridge on 402<sup>nd</sup> ¼ mile north of 280<sup>th</sup> St and installation of two culverts. This quote is for labor only for a total of \$39,500.00. The culverts will be purchased by the County. A motion was made by Maas and seconded by Koedam to approve the quote from David VanderPol Construction. All present voted in favor of this action; motion carried.

Nichols presented a change order from Commercial Asphalt for the 2023 overlay projects. Barker also noted an error in the original bid letting on February 7<sup>th</sup>, 2023; The total amount of the original bid should have been recorded as follows:

Project #23-1, #23-2 and #23-3:

Commercial Asphalt 25254 413<sup>th</sup> Ave., Mitchell, SD 57301: \$95.00 per ton for a total cost of \$1,282,500.00 for all three projects. (*\$1,828,000.00 was originally published in error.*)

A motion was made by Maas and seconded by Werkmeister to accept the amendment to the minutes from the February 7, 2023 minutes and to accept the final invoice from Commercial Asphalt for \$1,281,591.80 (\$908.20 under the original bid). All members present voted in favor of this action; motion carried.

#### CORSICA EMT

Shelly Menning and Kathy Zomer, Corsica EMT's, met with the Board briefly. Pat Harrington, Emergency Manager, was also present. Menning presented quotes from Stryker for a 3-year contract Preventative Maintenance Plan at an annual rate of \$792.00 and a 3-year PowerPro- ProCare

Service Plan at an annual fee of \$3,484.80 for the Stryker Cot and Power Lift. Discussion was held with no action taken at this time.

#### EMERGENCY MANAGEMENT

Pat Harrington, Emergency Manager, met with the Board to provide an update on his department. Most of the radios in the County have been updated. The City of Armour has agreed to use the mass notification system and will be working with Harrington to implement the system. A motion was made by Werkmeister and seconded by Maas authorizing Harrington to attend the Emergency Management Conference September 13<sup>th</sup> and 14<sup>th</sup>. All present voted in favor of this action; motion carried.

#### STATES ATTORNEY

Craig Parkhurst, States Attorney, met with the Board briefly. A letter from the Department of Revenue was read regarding their request for our GIS information. The Board agreed that they would be willing to provide the information if the state will send a formal letter stating that they will not sell the information provided to any outside companies.

#### DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, met with the Board briefly to update them on her department. No action was taken at this time.

#### AUDITOR

Phyllis Barker, Auditor, met with the board to provide an update. A motion was made by Maas and seconded by Koedam to approve the Plat of Tract 1A of Reimnitz Addition in the NW4 of Section 6, T99N, R63W of the 5<sup>th</sup> P.M in the Valley Township, Douglas County, South Dakota. All present voted in favor of this action; motion carried.

#### OPERATING TRANSFER

A motion was made by Koedam and seconded by Maas authorizing the Auditor to make an operating transfer of \$250,000.00 from the General Fund Cash Balance to the Road and Bridge Fund Cash Balance as budgeted for 2023. All members voted in favor of this action; motion carried.

#### SURPLUS PROPERTY

A motion was made by Werkmeister and seconded by Maas to surplus the water cooler on first floor for disposal and to surplus the old bathhouse at the Douglas County Recreation Area to be sold via sealed bids; authorizing the Auditor to publish the Notice of Sealed Bids to be opened on September 5, 2023. All members voted in favor of this action; motion carried.

#### EXECUTIVE SESSION

At 11:58 a.m. a motion was made by Koedam and seconded by Werkmeister to enter executive session to discuss a personnel matter with Barker present. All present voted in favor of this action; motion carried. At 12:08 p.m. Chairperson Sparks declared the meeting back to open session with no action taken.

#### SHERIFF'S OFFICE

Chris Lau, Sheriff, met with the Board to update them on her department. Discussion was held with no action required.

#### EXECUTIVE SESSION

A motion was made by Koedam and seconded by Maas to enter executive session at 12:17 p.m. to

discuss a personnel matter with Barker and Sheriff Lau present. All members voted in favor if this action; motion carried. Commissioner Koedam exited the meeting at 12:26 p.m. Chairperson Sparks declared the meeting back to open session at 12:33 p.m. with no action taken at this time.

**FEES REPORT:**

Clerk of Courts Fees (July): \$260.00  
Register of Deeds Fees (July): \$2353.00

**AUDITORS ACCOUNT WITH THE COUNTY TREASURER: July 2023**

Checking Accounts .....	\$7870.33
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$22,228.06
Savings Accounts.....	\$4,108,000.00
Certificate of Deposits .....	\$400,000.00
Total .....	\$4,538,998.39

**FUND BALANCE**

General Fund .....	\$2,708,225.40
Special Revenue Funds .....	\$1,604,318.85
Tax Increment District Fund .....	\$0.00
Trust and Agency Funds .....	\$226,424.14
Total .....	\$4,538,998.39

**CLAIMS**

The following claims were approved for payment:

**GENERAL FUND**

Agland Coop 253.85 repairs/fuel; Armour Chronicle 259.00 publishing; Armour City 219.00 utilities; Buhl's Dry Cleaners 168.75 maint; C&R Supply 673.79 supplies; Cardmember Services 147.13 prof fees/supplies; Charles Mix County Sheriff's Office 490.00 prof fees; Cole Papers 516.10 supplies; Connecting Point 860.90 prof fees/ supplies; Darrington Water 32.25 supplies; DCM Hospital 950.00 prof fees; Department of Health 80.00 prof fees; Douglas Electric 468.36 utilities; Krull's Market 49.94 supplies; Microfilm Imaging Systems 322.50 rental fees; Office Products Center 1340.91 supplies; Petty Cash 562.07 supplies; Quick Stop-Armour 75.42 fuel; Randall Community Water Dist. 138.00 utilities; SD BIT 52.75 utilities; Jerod Star 165.24 travel; Van Brother's Inc 255.00 utilities; Wilson's True Value 140.10 repairs.

**ROAD AND BRIDGE FUND**

Agland Coop 253.85 fuel; Armour City 62.00 utilities; Commercial Asphalt 1281591.80 overlay; Connecting Point 250.63 prof fees/ supplies; Douglas Electric Coop 48.00 utilities; Fousek Trucking 167.78 supplies; Kimball Midwest 308.72 supplies; Northwestern Energy 143.62 utilities; Avera Occupational Medicine 104.00 prof fees; Office Products Center 49.95 supplies; Two Way Solutions 150.00 supplies; Vogt's Repair 19.45 supplies; Wilson's True Value 30.96 supplies.

E911 FUND

Midstate Communications 440.11 E911 System.

EMERGENCY MANAGEMENT FUND

Connecting Point 12.52 prof fees; Pat Harrington 81.25 supplies/ travel; Two Way Solutions 350.00 supplies.

ADJOURNMENT

At 12:34 p.m., a motion was made by Maas and seconded by Werkmeister to adjourn until the next meeting scheduled for Tuesday, September 5, 2023. All members voted in favor of this action; motion carried.

SIGNED: \_\_\_\_\_  
Lori Sparks, Chairperson  
Board of County Commissioners

ATTEST: \_\_\_\_\_  
Phyllis Barker, Auditor