

Douglas County Commissioners Meeting Minutes  
September 19, 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, September 19, 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 Werkmeister to adopt the amended agenda. All members voted in favor of this action; motion carried.

COMMISSIONER COMMENT

Commissioner Koedam informed the board that the new Weed and Pest spray truck is completed and ready for use. The option of spraying for Townships within the county was discussed for 2024 with no action taken at this time.

HIGHWAY DEPARTMENT

Bob Reinfeld, Highway Superintendent, met with the Board to discuss his department. Chairperson Sparks relayed a question she received regarding the easements surrounding the bridge project east of Armour. Reinfeld provided a copy of the easements given. Discussion was held. Gravel crushing was discussed with no action needed at this time. Reinfeld attended a striping meeting held in Minnehaha County. Currently, the County uses a company out of Iowa to stripe newly paved roads, Minnehaha County would like to begin striping for all smaller surrounding counties. No action taken at this time. Grader options were discussed again with no action taken.

REGISTER OF DEEDS

Kim Huebner, Register of Deeds, met with the Board to discuss her 2024 budget. Discussion was held regarding the Modernization and Preservation Fund and rental agreements for Register of Deeds software and equipment. No action was taken at this time.

BUILDING MAINTENANCE

A quote from ProSeal Inc. was reviewed by the Board for crack sealing of the Courthouse parking lot and the 4-H grounds parking lot. Discussion was held. A motion was made by Star and seconded by Maas to approve the quote from ProSeal Inc. for a total of \$16,673.66 for crack sealing of both parking lots. All members voted in favor of this action; motion carried.

SHERIFF'S DEPARTMENT

Sheriff Lau met with the Board via conference call. There is a FBI CJIS class October 3<sup>rd</sup>, that Roxane Wentz, Sheriff's Secretary, will need to attend. A motion was made by Star and seconded by Werkmeister to approve Roxane Wentz to attend the one-day class. All members voted in favor of this action; motion carried. Sheriff Lau informed the Board that she was appointed as the Vice President of the Peace Officers Association. The Board congratulated Lau on this appointment. Sheriff Lau also expressed a need for more clerical help in her office.

EXECUTIVE SESSION

At 10:45 a.m., a motion was made by Koedam and seconded by Maas to enter executive session with Barker present to discuss personnel. All present voted in favor if this action; motion carried. Chairperson Sparks declared the meeting back to open session at 11:02 a.m. with the following action taken:

A motion was made by Koedam and seconded by Maas authorizing the Sheriff's Office to expand the current clerical help to a maximum of 16 hours per week. All members voted in favor of this action; motion carried.

#### 4-H EXTENSION

Kim Klein, 4-H Extension Director, met with the Board to update them on her department. Klein would like to have a float in the Armour Homecoming parade on October 6<sup>th</sup>. The Board approved of the 4-H Department having a float in the Armour Homecoming parade.

Klein informed the Commission that the Fair Board has raised the rental rates for camper and boat storage as follows: 29 feet and under will be \$150 for the season and anything over 29 feet will be \$200 per season.

#### WEED AND PEST

Kim Klein, Weed and Pest Secretary, relayed that the Weed and Pest Board would like to start spraying weeds for townships within the County. Rates and budget were discussed with no action taken at this time.

#### EXECUTIVE SESSION

At 11:37 a.m., a motion was made by Maas and seconded by Koedam to enter executive session to discuss personnel with Barker present. All members voted in favor of this action; motion carried.

At 12:45 p.m. Chairperson Sparks declared the meeting back to open session with the following action taken:

A motion was made by Koedam and seconded by Maas to increase employee wages effective with October payroll as agreed upon by the commissioners and listed below. Discussion was held with Commissioner Star abstaining from discussion and voting on the Auditor's wages. This motion is in lieu of raises for 2024, historically given in January. All members voted in favor of this action; motion carried.

The Commissioners would like to meet with all county employees regarding wages and expectations of county offices before the next commissioners meeting.

#### WAGES EFFECTIVE SEPTEMBER 26, 2023

##### COMMISSIONERS:

Marlin Maas	District #1	\$12,000.00 per year
Jerod Star	District #2	\$12,000.00 per year
Lori Sparks (Chair)	District #3	\$15,000.00 per year
Jim Werkmeister	District #4	\$12,000.00 per year
Dan Koedam	District #5	\$12,000.00 per year
Phyllis Barker	Commission Assistant	\$3,500.00 per year

##### ELECTED OFFICIALS:

Christine Lau	Sheriff	\$62,000.00 per year
Craig Parkhurst	States Attorney	\$54,000.00 per year
Phyllis Barker	Auditor	\$58,000.00 per year
Julie Brenner	Treasurer	\$54,000.00 per year
Kim Huebner	Register of Deeds	\$54,000.00 per year

##### AUDITOR OFFICE:

Melissa Bowers	Deputy Auditor	\$17.50 per hour
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##### DIRECTOR OF EQUALIZATION OFFICE:

Jessica Goehring	Director	\$54,000.00 per year
Angela Magnuson	Deputy Director	\$16.50 per hour

DRAINAGE:		
Phyllis Barker	Administrator	\$3,500.00 per year
EMERGENCY/DISASTER OFFICE:		
Pat Harrington	Director	\$25,000.00 per year
4-H/ XTENSION/WEED AND PEST OFFICE:		
Kimberly Klein	4-H Director/ W&P Sec.	\$46,000.00 per year
HIGHWAY DEPARTMENT:		
Robert Reinfeld	Superintendent	\$56,000.00 per year
Steven L. Harrington	Shop Foreman	\$26.38 per hour
Terry Van Zee	Maintenance	\$25.22 per hour
Jacob Horstman	Maintenance	\$22.56 per hour
David Abbott	Maintenance	\$23.50 per hour
Callie Nichols	Office Manager	\$19.00 per hour
PARK DEPARTMENT:		
Park Caretaker	Care Taker	\$4,200.00 per season
WEED AND PEST DEPARTMENT:		
Jefferson Grosz	Supervisor	\$30.00 per hour
PLANNING AND ZONING / E-911:		
Jessica Goehring	E-911 addressing	\$250.00 per year
Jessica Goehring	Zoning Administrator	\$3,500.00 per year
Phyllis Barker	Recording Secretary	\$750.00 per year
REGISTER OF DEEDS OFFICE:		
Roxane Wentz	Deputy	\$19.00 per hour
TREASURERS OFFICE:		
Carolyn Lau	Deputy	\$19.50 per hour
CORONER CALLS:		
Dustin Palmquist	Coroner	\$100.00 per call
Deputies	Deputy Coroner	\$100.00 per call
PROPERTY MAINTENANCE:		
John L. Engelland	Custodian	\$54,000.00 per year
As Needed (Sick Leave/Vacation)	Custodial	\$16.38 per hour
SHERIFF DEPARTMENT:		
Dustin Palmquist	Deputy	\$54,000.00 per year
Josh Knodel	Deputy	\$52,000.00 per year
New Hire	Deputy	\$46,000.00 per year
Certified Deputies	As Needed	\$24.00 per hour
Roxane Wentz	Clerical	\$19.00 per hour
OFFICES NEEDING EXTRA CLERKS:		
Clerks	As Needed	Wage Negotiable
Kathy Lau	As Needed	\$16.38 per hour
VETERANS SERVICE OFFICE:		
Jay Vanden Hoek	Service Officer	\$12,000.00 per year
WELFARE OFFICIAL		
Phyllis Barker	Director	\$1,500.00 per year

## 2024 ANNUAL BUDGET

A motion was made by Maas and seconded by Werkmeister to accept the changes to the 2024 Budget and to adopt the following resolution. The 2024 Annual Budget will be printed separately from these minutes, in its entirety. All members voted in favor of this action; motion carried.

RESOLUTION 2023-09  
ADOPTION OF THE ANNUAL BUDGET

WHEREAS, (7-21-5 THRU 13) SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all the institutions and agencies for such fiscal year and,

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE ANNUAL BUDGET OF THE APPROPRIATION AND EXPENDITURES FOR Douglas County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2024 and ending December 31, 2024 and the same is hereby approved and adopted by the Board of County Commissioners of Douglas County, South Dakota, this the 19<sup>th</sup> day of September, 2023. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Douglas County, South Dakota. The accompanying taxes are levied by Douglas County for the year January 1, 2024 through December 31, 2024.

GENERAL FUND: \$2,017,368.00 at 2.989 per \$1,000 of Valuation.

ROAD AND BRIDGE FUND: \$654,643.00 at 0.970 per \$1,000 of Valuation.

Total taxes Levied by County: \$2,672,011.00 at 3.959 per \$1,000 of Valuation.

BOARD OF COUNTY COMMISSIONERS  
Douglas County, South Dakota  
*Lori Sparks*, Chairperson  
*Jerod Star*, Commissioner  
*Daniel Koedam*, Commissioner  
*Jim Werkmeister*, Commissioner  
*Marlin Maas*, Commissioner

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

CORRESPONDENCE

A letter from Kone Elevators was read stating that an increase of 14% will be implemented as of October 1, 2023 for all services provided to maintain the elevator.

A letter from Santel Communications was read informing the Board that beginning in October, the County will be charged a flat rate of \$30.00 per month for 911 Services through the company.

A letter from Maynard Bietz was read regarding the appearance of the Town of Delmont. The Board instructed the Auditor to let Mr. Beitz know that Delmont is not within the jurisdiction of the County ordinances and to forward the letter on to the Town of Delmont.

FEES REPORT:

Clerk of Courts Fees (August): \$929.00  
Register of Deeds Fees (July 2<sup>nd</sup> deposit): \$2,616.00  
Register of Deeds Fees (August): \$1,487.50

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: August 2023

Checking Accounts .....	\$55,406.40
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$11,543.38
Savings Accounts.....	\$2,731,000.00
Certificate of Deposits .....	\$400,000.00
Total .....	\$3,198,849.58

FUND BALANCE

General Fund .....	\$2,435,540.68
Special Revenue Funds .....	\$570,337.39
Tax Increment District Fund .....	\$0.00
Trust and Agency Funds .....	\$192,971.51
Total .....	\$3,198,849.58

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Agland Coop 255.07 fuel/repairs; Armour Dray 110.00 utilities; Phyllis Barker 169.22 travel; Bob's Farm Service 100.00 maint.; Julie Brenner 210.94 travel; Buhl's Dry Cleaners 184.00 maint.; Charles Mix Co. Sheriff's Office 210.00 jail fees; Connecting Point 209.90 prof fees; Darrington Water 178.70 supplies; John Engelland 121.76 supply reimbursement; Jack's Uniforms 146.94 clothing allowance; Dan Koedam 143.21 travel; Marlin Maas 396.68 travel; Office Products Center 556.45 supplies; SD Dept. of Health 40.00 prof fees; SD Sheriff's Association 121.05 conference; Lori Sparks 169.22 travel; Jerod Star 56.00 travel; TEAM Laboratories 616.76 supplies; Two Way Solutions 150.00 prof fees; Van Brothers Inc. 230.00 utilities; Vogt's Repair 41.40 repairs; Jim Werkmeister 141.22 travel; Wilson's True Value 134.46 repairs/supplies.

ROAD AND BRIDGE FUND

Agland Coop 7791.56 fuel; Armour Dray 35.00 utilities; Avera Occupational Medicine 105.00 prof fees; Connecting Point 33.63 prof fees; Douglas Electric 47.72 utilities; Northwestern Energy 136.24 utilities; Platte Enterprise 224.00 publishing; Vogt's Repair 3.85 supplies.

EMERGENCY MANAGEMENT FUND

Connecting Point 12.52 prof fees; Pat Harrington 613.93 travel; Midwest Card & ID Solutions 750.00 prof fees; Two Way Solutions 1381.99 prof fees.

ADJOURNMENT

At 1:04 p.m. a motion was made by Star and seconded by Werkmeister to adjourn until the next

meeting to be held at 9:00 a.m. on *Thursday, October 5, 2023*. All members voted in favor of this action; motion carried.

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

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