

Douglas County Commissioner Minutes
October 17, 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, October 17, 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 Maas and seconded by Werkmeister to adopt the amended agenda. All members voted in favor of this action; motion carried.

The Netherlands Christian Reform School speech class was present with their teacher, Mr. Vanden Berg, to observe the formal processes of a governmental board meeting. Students present were Bradley Slingerland, Riley Blom, Jessa Rus, Andrea Vanden Berg, Claire Koedam, Megan Ymker, Heidi Koedam, and Janna Ymker.

FORMAL BUDGET SUPPLEMENT

Auditor Barker presented a formal budget supplement to be published. A motion was made by Star and seconded by Maas to authorize the Auditor to publish a Notice of Hearing to be held on November 7th, 2023, to consider a supplement to the Road and Bridge Fund, E911 Fund, Domestic Abuse Fund, and the Highway Rural Access Fund for 2023. All members voted in favor of this action; motion carried.

AUTOMATIC BUDGET SUPPLEMENT

Auditor Barker explained that the County had received funds for Douglas Electric for a BRIC grant they applied for. An Automatic Budget Supplement is needed to transfer the funds to Douglas Electric. Therefore, a motion was made by Koedam and seconded by Werkmeister to adopt an automatic supplemental budget pursuant to SDCL 7-21-32.1 for reimbursements for unanticipated expenditures:

Expenditure: General Fund; Grants to Other Entities: 101-712-455: \$21,360.20

Means of Finance: General Fund; Federal Grants 101-0-331.80: \$21,360.20

COMMUNITY HEALTH CONTRACT

A motion was made by Star and seconded by Koedam authorizing the Chairperson to sign the FY 2024 Contract Agreement between the State of SD, Douglas County Memorial Hospital, and the County for Public Health Services. All members voted in favor of this action; motion carried.

HEALTH INSURANCE

Craig and Diane Krsnak, Douglas County Insurance, met with the Board to present the 2024 Health Insurance Renewal with a 4.77% increase in premiums from last year. Discussion was held with no action taken at this time.

SDSU EXTENSION

Oakley Perry and Hilary Risner of the SDSU 4-H Office met with the Board to update them on happenings within the SDSU Extension Office. Risner will now be providing direct support for Douglas County along with five other 'Option Z Counties'. Discussion was held on how to better promote 4-H within Douglas County and other topics. No action was needed.

HIGHWAY DEPARTMENT

Bob Reinfeld, Highway Superintendent, met with the Board to discuss his department. Joe Brenner, Chuck Greenaway, Gary Laib, Brett Kaufman, Jr. Laib, and Tad Kaufman were present to discuss gravel road conditions and inquire about a haul road agreement. Discussion was held. Concerned

citizens exited the meeting at 10:35 a.m. Discussion continued with Reinfeld. Callie Nichols, Highway Office Manager, presented a gravel update. The Board authorized Reinfeld to hire additional part-time help to haul gravel, or contract with someone to haul gravel. No formal action was taken at this time.

REGISTER OF DEEDS

Kim Huebner, Register of Deeds, met with the Board on her department. Discussion was held with no action taken at this time.

EXECUTIVE SESSION

A motion was made by Koedam and seconded by Werkmeister to enter executive session with Huebner present at 10:40 a.m. to discuss a personnel matter. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 10:49 a.m. with no action taken.

AMBULANCE

Nicole Neugebauer, EMS Director, met with the Board to provide an update on the Armour Ambulance. Discussion was held with no action taken.

SHERIFF

No one from the Sheriff's Department was available to provide an update. Chairperson Sparks relayed some information on behalf of Sheriff Lau. Discussion was held with no action taken at this time.

TREASURER'S OFFICE

Carolyn Lau, Deputy Treasurer, met with the Board to discuss her future as Treasurer effective December 26th. Discussion was held regarding hiring of a Deputy Treasurer and wages. A motion was made Star and seconded by Werkmeister authorizing the Treasurer's Office to advertise for a full-time Deputy Treasurer. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Koedam and seconded by Star to enter executive session at 12:08 p.m. 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 at 12:25 p.m. with the following action taken:

A motion was made by Koedam and seconded by Werkmeister to set the wage for Carolyn Lau, effective December 26, 2023, to \$50,000.00 annually; and to hire Julie Brenner as Deputy Treasurer, only in the absence of the Treasurer, not to exceed 20 hours per week at a rate of \$25.00 per hour. All members voted in favor of this action; motion carried.

A motion was made by Koedam and seconded by Star to raise Kathy Lau's rate of pay to \$18.00 per hour for filling in for the Auditor and Treasurers offices as needed. All members voted in favor of this action; motion carried.

A motion was made by Maas and seconded by Werkmeister to add "Commissioner Assistant" to the Auditor's duties at an additional rate of \$3,500.00 annually, retroactive to September 26, 2023. With Star abstaining, all other members voted in favor of this action; motion carried.

DIRECTOR OF EQUALIZATION

Motion was made by Star and seconded by Koedam to add the Director of Equalization to the Comp Time Policy adopted on August 1, 2023. All members voted in favor of this action; motion carried.

FEES REPORT

Clerk of Courts Fees (September): \$1148.00

Register of Deeds Fees (September): \$870.50

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: September 2023

Checking Accounts	\$4827.46
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$18,931.68
Savings Accounts.....	\$2,674,000.00
Certificate of Deposits	\$400,000.00
Total	\$3,098,659.14

FUND BALANCE

General Fund	\$2,369,351.67
Special Revenue Funds	\$514,661.77
Tax Increment District Fund	\$0.00
Trust and Agency Funds	\$214,645.70
Total	\$3,098,659.14

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Apparel Worx 59.96 uniform allowance; Applied Concepts Inc. 207.00 repairs; Randy Baan Hofman 500.00 repairs; Corsica Travel Plaza 113.94 travel; Darrington Water 32.25 supplies; Department of Health 290.00 prof fees; Kone Inc. 959.88 repairs; Krull’s Market 45.15 supplies; Lyle Signs 47.79 supplies; Mitchell Republic 148.00 publishing; Northern Plains Appraisal 24.00 conference; Office Products Center 1708.96 supplies/ Equip; Craig Parkhurst 356.05 supply reimb; SDACC 634.00 CLERP; Andrea Wright 75.17 supply reimb.

ROAD AND BRIDGE FUND

Dakota Sales and Rental 303.05 rental fees; Fousek Truck Services 20.40 supplies; Kimball Midwest 203.18 supplies; Northwestern Energy 134.12 utilities; Office Products Center 27.24 supplies; SD LTAP 225.00 travel; Vogt’s Repair 75.90 supplies.

ADJOURNMENT

At 12:46 p.m. a motion was made by Werkmeister and seconded by Koedam to adjourn until the next meeting to be held at 9:00 a.m. on November 7, 2023. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker, Auditor

