Douglas County Commissioner Meeting Minutes
December 5, 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, December 5, 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 Koedam and seconded by Werkmeister to adopt the 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 November 7th and 21st meetings. All members voted in favor of this action; motion carried.

PUBLIC COMMENT
Gary Laib, County resident, was present to thank the Board and the Highway Department for getting gravel put down on the county roads.
Lisa Van Everdingen, County resident, would like the county to put up a snow fence on 280th Street North of the cemetery in Armour. Different options were discussed with no action taken at this time.

HIGHWAY DEPARTMENT
Bob Reinfeld, Highway Superintendent, was present to provide an update on his department. Chuck Greenaway, County Resident, met with the Board to discuss the dirt that was piled during the installation of the new bridge. He would like use of the dirt. Reinfeld stated that the dirt is the property of the contractor, and that the contractor gave the pile to another landowner. Discussion was also held regarding an approach and ditch repair under a culvert; no action taken at this time.

A motion was made by Star and seconded by Maas to introduce the following resolution:

RESOLUTION #2023-10
BRIDGE IMPROVEMENT GRANT PROGRAM
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS

WHEREAS, Douglas County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:
Structure Number 22-188-160. Located 8.2 Miles West of Delmont, SD on 284th St.
And WHEREAS, Douglas County certifies that the project is listed on the County's Five-Year Highway and Bridge Plan;
And WHEREAS, Douglas County agrees to pay the 20% match on the Bridge Improvement Grant Funds;
And WHEREAS, Douglas County hereby authorizes the Bridge Improvement Grant 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 application.
Voting "aye": Star, Koedam, Werkmeister, Maas and Sparks. Voting 'nay': none. Motion carried.
Dated at Armour, SD, this 5th day of December 2023.

Signed: Lori Sparks, Chairperson

Attest: Phyllis Barker, County Auditor

DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, met with the Board briefly to update them on her department. Goehring spoke with Planning and Development District III regarding the Planning and Zoning Ordinance and received definitions to add to the book. A Planning and Zoning meeting will be scheduled for January.

Goehring discussed the tax split process. Goehring would like additional compensation for doing the tax splits for the public as there are more coming in and they are tedious. Discussion was held. A motion was made by Star and seconded by Koedam to enter executive session with Barker and Goehring present at 9:46 a.m. to discuss a personnel matter. Chairperson Sparks declared the meeting back to open session at 9:57 a.m. with no action taken at this time.

TREASURERS OFFICE

Carolyn Lau, Deputy Treasurer, met with the Board briefly. A motion was made by Maas and seconded by Star to enter executive session at 10:02 a.m. to discuss a personnel matter with Lau present. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 10:15 a.m. with the following action taken:

A motion was made by Star and seconded by Maas to hire Roxanne Steburg as full time Deputy Treasurer at a rate of $17.50, contingent upon Steburg's acceptance. All members voted in favor of this action; motion carried.

EMERGENCY MANAGEMENT

Pat Harrington, Emergency Manager, met with the Board to provide an update on his department. Harrington discussed the SD511 app, the Local Emergency Operations Plan being updated and other topics regarding his department. No action was necessary at this time.

Commissioner Star exited the meeting at 10:45 a.m.

SHERIFF'S DEPARTMENT

Chris Lau, Sheriff, introduced Deputy Phillip Lane, to the Board. Lane started on December 1st and will be shadowing the other deputies throughout his introductory probation. Other items were discussed with no action needed at this time.

SDSU MEMORANDUM OF UNDERSTANDING

Auditor Barker presented the Memorandum of Understanding for 2024 from SDSU. Discussion was held. A motion was made by Maas and seconded by Werkmeister authorizing the Chairperson to sign the Memorandum of Understanding between SDSU and Douglas County for 2024. All present voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Koedam and seconded by Werkmeister to enter executive session at 11:18 a.m. with Barker present 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 11:32 a.m. with no action taken at this time.

OLD BUSINESS

Clean out of Garden Valley Ditch was discussed. Auditor Barker will send information to States Attorney Parkhurst to draft agreements with landowners. No action was taken at this time.

Auditor Barker presented a quote from HireClick for advertisement of job postings. Discussion was held with no action taken.

CLAIMS

The following claims were approved for payment:

GENERAL FUND
November Payroll + Longevity: Commissioners 6063.92 Auditor 10,433.45 Treasurer 13,203.17 States Attorney 7620.27 Courthouse Janitor 7655.59 Equalization 10,604.44 Register of Deeds 9561.68 Veterans Service Officer 1106.50 Sheriff 25,124.11 Coroner 0.00 Welfare 153.88 Ambulance 2994.95 Extension 4385.03 Weed & Pest 1842.31 Fair board 310.94 Drainage 359.21 Planning and Zoning 447.20 Park 0.00 Reliance Standard Life Insurance 572.11
Agland Co-op 3478.09 fuel/repairs; The Appliance Center 19.95 supplies; Armour Chronicle 478.94 publishing; Armour City 142.00 utilities; Phyllis Barker 75.00 reimb.; Buhl's Dry Cleaners 153.50 supplies; Cardmember Services 338.53 prof fees/ supplies; Cole Papers Inc. 442.74 supplies; Corsica Globe 521.44 publishing; Dailey Law Prof. LLC 2295.70 CAA fees; Douglas Electric 72.78 utilities; AT&T Mobility 431.16 utilities; Keith Goehring 1529.61 CAA fees; Goldenwest 695.94 utilities; Jack's Uniforms & Equipment 227.84 uniforms; Steve Johnson 300.00 maint; McLeod's Office Supplies 96.72 supplies; Microfilm Imaging Systems 100.00 rental fees; Nicole Neugebauer 1150.13 equip reimb.; Office Products Center 139.89 supplies; Parkston Advance 45.00 publishing; Randall Community Water Dist. 82.90 utilities; SD Association of Weed and Pest 75.00 dues; USPS 1188.00 supplies; Vogt's Repair 58.77 repairs; U.S Bank Voyager 1045.84 fuel; Wilson's True Value 53.79 supplies.

ROAD AND BRIDGE FUND
November Payroll + Longevity: 35,580.70; Agland Co-op 3520.00 diesel fuel; Armour Chronicle 176.10 publishing; Armour City 62.00 utilities; Corsica Globe 86.85 publishing; Goldenwest 922.46 utilities; Office Products Center 30.98 supplies; SD DOT 5072.46 bridge inspection; Terry VanZee 108.95 clothing allowance; U.S Bank 596.73 supplies; Weidenbach Concrete Works 2520.00 road repairs.

E911 FUND
November Payroll: 26.41; Goldenwest 200.00 E911 services; Santel Communications 30.00 E911 services.

EMERGENCY MANAGEMENT
November Payroll + Longevity: 2950.65.

MODERNIZATION AND PRESERVATION FUND
Microfilm Imaging Systems 222.50 rental fees.

ADJOURNMENT
At 11:50 a.m. a motion was made by Koedam and seconded by Maas to adjourn until the next meeting to be held at 9:00 a.m. on December 19, 2023. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker, Auditor