

Douglas County Commissioner Meeting Minutes
January 2, 2024

The Board of County Commissioners met in regular session at the courthouse in Armour, SD at 9:00 a.m. on January 2, 2024. The members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star and Jim Werkmeister. Auditor Phyllis Barker was also present. Auditor Barker called the meeting to order. The pledge of allegiance was recited.

ORGANIZATION OF COUNTY BOARD

The Auditor called for nominations for Chairperson of the Board for the year 2024.

A motion was made by Star to nominate Lori Sparks to serve as Chairperson for 2024 with Koedam seconding the motion.

Sparks motioned to nominate Jim Werkmeister to serve as Chairperson for 2024, Maas seconded the motion and moved for nominations cease.

The following votes were recorded: Star: Sparks. Koedam: Sparks. Werkmeister: Sparks. Sparks: Werkmeister. Lori Sparks was declared Chairperson for 2024. Motion carried.

The Auditor called for nominations for Vice-chairperson for 2024.

A motion was made by Koedam to nominate Marlin Maas to serve as Vice-Chairman for 2024, Star seconded the motion.

Motion was made by Maas to nominate Jim Werkmeister to serve as Vice-Chairman for 2024.

Sparks seconded the motion and called for nominations to cease.

The following votes were recorded: Koedam: Maas. Werkmeister: Maas. Maas: Werkmeister. Star: Maas. Sparks: Maas. Marlin Maas was declared Vice-Chairman for 2024. Motion carried.

APPROVAL OF AGENDA

Chairperson Sparks asked for approval of the agenda. Motion was made by Werkmeister and seconded by Star to adopt the agenda. All members voted in favor of this action; motion carried.

APPROVAL OF MINUTES

Auditor Barker explained that the June 2023 and October 2023 minutes had inadvertently not been approved. A motion was made by Maas and seconded by Koedam to approve the minutes from the June 6th, June 20th, October 5th, October 17th, December 3rd, December 17th, and December 28th meetings. All members voted in favor of this action; motion carried.

HIGHWAY DEPARTMENT

Callie Nichols, Interim Highway Superintendent, met with the Board to present the township applications for Rural Access Infrastructure Grant Funding. Nichols explained that the county was awarded \$124,410.40 in funding to disperse between the townships within the county that have structures in need of replacement that have met the parameters of the grant for 2024. The grant requires the township to pay 20% of the project cost, with the grant funding covering the remaining 80%. Of the 14 townships within Douglas County, Belmont, East Choteau, Valley, and Washington submitted applications. Discussion was held.

Upon recommendation of the Interim-Highway Superintendent, based on severity of the projects, a motion was made by Maas and seconded by Star to approve the following applications for Rural Access Infrastructure Grant Funding for 2024: Valley Township, two projects for a total of \$71,200.00 in grant funding and Washington Township, one project for total of \$42,400.00 in grant funding. All members voted in favor of this action; motion carried.

PLAT APPROVAL

Auditor Barker presented a plat for the Commission's approval. Discussion was held. A motion was made by Star and seconded by Maas authorizing the Chairperson to sign the Plat of Tract A (60.548 Acres) and Tract B (31.509 Acres), of Uecker's Addition in the SE ¼ of Section 34, T100N, R64W, of the 5th P.M., in Walnut Grove Township, Douglas County. All members voted in favor of this action; motion carried.

2024 BEGINNING OF THE YEAR BUSINESS

MEETING DATES

A motion was made by Star and seconded by Koedam that the Douglas County Commissioner's meetings be held at 9:00 a.m. on the first and third Tuesday of each month and all other meetings as deemed necessary. Informational meetings specifically for public input will also be held in the evenings if enough public interest is shown. All Board members voted in favor of this action; motion carried.

2024 DOUGLAS COUNTY REORGANIZATION OF BOARDS, EMPLOYMENT, EXPENSES AND RATES: COMMISSIONER COMMITTEES AND BOARDS:

Fair Board	1 st Tuesday QTRLY	Lori Sparks
Legislative Resource	During Legislative Session	Auditor
Park Board	As Needed	Marlin Maas and Jerod Star
Planning Dev. District III	2 nd Wednesday MONTHLY	Lori Sparks
Rural Office Comm. Serv.	Date Determined at Meeting	Barb Mills
Weed Board	Last Monday MONTHLY	Dan Koedam
Soil Conservation	4 th Monday AS NEEDED	Jim Werkmeister
Randall RC&D Council	Last Thursday MONTHLY	Lori Sparks
Solid Waste Disposal	2 nd Tuesday BI-MONTHLY	Jim Werkmeister & Jerod Star
Enhanced 911	Meetings as Needed	Lori Sparks
Alcohol/ Drug Center	Meetings as Needed	Marlin Maas
Planning/Zoning	2 nd Thursday MONTHLY AS NEEDED	Dan Koedam & Jerod Star
LEPC	MONTHLY	Lori Sparks & Dan Koedam

COURTHOUSE HOURS AND HOLIDAYS

Courthouse hours shall be from 8:00 a.m. to 12:00 noon and from 12:30 p.m. to 4:30 p.m. for all offices. The Veterans Service Office and the Food Pantry shall be open as posted on the door. A telephone answering system and a sign on the door is to be used if an office is not open. Department heads shall assume personal financial responsibility for overtime work done by their staff, unless prior authorization is approved by the County Commissioners or the Department Head. Douglas County will observe holidays as listed in Section 505 of the County Personnel Handbook.

RESTRICTED SPENDING

The Commissioners request that all department heads consult with the Board of County Commissioners before making any budget purchases other than normal salaries and supply expenditures exceeding \$500.00 and \$5000.00 for the Highway Department. This is to ensure tighter control of budget spending to protect the county reserve funds to better the county financial situation.

FIXED ASSEST POLICY

Capital assets with dollar values over \$1,000 will be recorded and maintained by the Auditor's Office. Individual departments will be responsible for inventory of all public property worth \$100-\$999 with a useful life of one year or more. The departments listing of assets will be provided to the Auditor's Office by the first week after the end of the year being December 31st every year. The Auditor's Office will be responsible for keeping record of all firearms and computers in addition to the individual department's records of these items.

COUNTY AUTHORIZATION FOR EMPLOYMENT

Patrick Harrington was re-appointed as the Emergency/Disaster Director for 2024. Jay Vanden Hoek was appointed as the Veterans Service Officer to fill the current term expiring the first Monday in January, 2028 per SDCL 34A-1-22.

Motion was made by Maas and seconded by Koedam to approve all appointments, hours, holidays, and spending procedures. All members voted aye; motion carried.

In compliance with SDCL 7-7-20, it is deemed necessary for the prompt and accurate dispatch of business that the following be employed:

AUDITORS OFFICE: One full-time Deputy. One part-time Deputy not to exceed 180 hours annually for elections, vacation and/or sick leave.

CORONER: Two part-time Deputies, as needed.

COUNTY PROPERTY CUSTODIAL: One full-time Custodian. As needed part-time Custodian for vacation and/or sick leave.

DIR. OF EQUALIZATION OFFICE: One full-time Deputy Director of Equalization not to exceed 2080 hours annually. One part-time Clerk not to exceed 50 hours annually.

EMERGENCY AND DISASTER: One part-time Director.

4-H/ EXTENSION DIRECTOR/WEED AND PEST OFFICE: One full-time Office Manager not to exceed 2080 hours annually. One Weed and Pest Supervisor not to exceed 200 hours annually.

HIGHWAY OFFICE: One full-time Office Manager not to exceed 2080 hours annually.

PARK: One part-time Caretaker, as needed.

REGISTER OF DEEDS OFFICE: Two part-time Deputies for vacation and/or sick leave not to exceed 2080 hours combined between the two.

TREASURERS OFFICE: One full-time Deputy. One part-time Deputy not to exceed 180 hours annually.

SHERIFF DEPARTMENT: Three full-time Deputies. Other Guards and Matrons, as needed.

APPOINTMENT OF BOARD AND COMMITTEES:

The following persons are appointed to serve on the various Boards and Committees for Douglas County:

LOCAL EMERGENCY PLANNING COMMITTEE: (Annual appointment) – Emergency Management Director; Fire Chiefs--Armour, Corsica, Delmont; Law Enforcement; Callie Nichols and Commissioners (2) for 2024- Lori Sparks and Dan Koedam.

FAIR BOARD: (Two Year Appointment, even year= Dist. 2 &4 Odd years= Dist. 1,3, & 5) - Dist. #1 - Aaron Lau, Dist. #2 – VACANT, Dist. #3 – Dwayne Werkmeister, Dist. #4 - Mira Leonard, Dist. #5 - Bart Laber, and Commissioner (1) for 2024- Lori Sparks

PLANNING & ZONING BOARD: (Three-year terms, other than annual for commissioners) Kevin Lefers-Dist.1 (term will expire 2025), Jay Spaans -Dist.2 (term will expire 2025), Mark Fuoss Dist. 3 (term will expire 2027), Gregg Olawsky-Dist. 5 (term will expire 2026), Jordan Reimnitz- At-Large (term will expire 2026) and Commissioners (2) for 2024-Dan Koedam and Jerod Star.

WEED AND PEST CONTROL: (Three-year appointments) - Area 1–Mitch DeLange (term will expire in 2025) Area 2–Erik VandenHoek (term will expire in 2026), Area 3–John D. Brenner (term will expire in 2025), Area 4–Mark Neugebauer (term will expire 2026), Area 5– Mark Heisigner (term will expire 2027), Area 6–Garry D. Bultje (term will expire in 2027), Commissioner (1) for 2024- Dan Koedam.

MENTAL ILLNESS BOARD: (Three-year appointment) - Attorney Keith Goehring (Appointed by Judge), Magistrate Judge Donna Bucher, Alternate (Appointed by Judge), and ONE VACANT POSISITON- TO BE FILLED (term will expire 2026)

BOARD OF APPRAISERS: Callie Nichols and all Commissioners other than Chairperson.

DESIGNATION OF OFFICIAL NEWSPAPERS, LOCATION SITES AND DEPOSITORY BANKS:

A motion was made by Star and seconded by Koedam to designate the Armour Chronicle and Corsica Globe as official county newspapers. The bulletin board in the second-floor lobby of the courthouse as the official bulletin board. The west front door of the courthouse as the location of Chattel Mortgage Foreclosure Sales. Bank West-Armour, Bank West-Delmont and Bank of Montreal (BMO)-Corsica as depository banks; with Bank West-Armour as the active depository. All members voted in favor of this action; motion carried.

INDIGENT BURIAL RATES

The county will pay a flat rate of \$2000.00 for indigent burial or cremation. Deceased indigent must have been a legal resident of Douglas County. Rates will apply to resident indigent buried in Douglas or adjoining counties.

A motion was made by Maas and seconded by Werkmeister to approve attendance for the following meetings. All members voted in favor of this action; motion carried.

PRE-AUTHORIZATION FOR MEETING EXPENSES:

STATE CONVENTION – Commissioners, Auditor, Register of Deeds, Treasurer, & Highway Supt.

QTLY. DISTRICT MEETINGS – Commissioners, Auditor, Register of Deeds, Treasurer, Director of Equalization, Highway Superintendent

WELFARE OFFICIAL QTLY. DISTRICT MEETINGS- Welfare Director

ANNUAL SCHOOL, ANNUAL CONFERENCE, DISTRICT IV, SOUTHEAST COUNTY MEETINGS–

Director of Equalization

SHORT COURSE– Highway Superintendent

ANNUAL CONFERENCE AND MEETINGS CALLED BY THE ATTORNEY GENERAL – Sheriff and States Attorney

SPRING WORKSHOPS/NEW OFFICIALS WORKSHOP– Commissioners, Auditor, Register of Deeds, Treasurer, and Director of Equalization

MSHA REFRESHER COURSE– Highway Maintenance Personnel

SOFTWARE MEETINGS- Auditor, Treasurer, Director of Equalization, Highway Supt.

A motion was made by Koedam and seconded by Star authorizing the following reimbursement rates for expenses and continuing education. All members voted in favor of this action; motion carried.

REIMBURSEMENT FOR EXPENSES

Reimbursement for expenses incurred by county personnel when attending meetings, workshops or conducting business on behalf of Douglas County; however, no charge for expenses shall be a charged against the county unless authorized and approved by the county commissioners before incurring for which the claim is made. Claims for lodging expenses must be supported by receipts

verifying such expenditures.

	IN STATE	OUT OF STATE
Mileage	.51	.51
Breakfast	12.00	12.00
Lunch	18.00	18.00
Dinner	28.00	28.00

EMT CONTINUING EDUCATION

Emergency Medical Technicians shall be reimbursed when attending continuing education classes and/or workshops signed by their respective president and presented to the county for payment within 30 days for mileage, registration fees and lodging at no more than \$300/annually per EMT and no more than \$150/annually per EMR. Only EMT's/ EMR's on the payroll shall be considered for reimbursement of expenses and only after receiving prior authorization from the EMS Director.

DOUGLAS COUNTY PAYROLL

A motion was made by Maas and seconded by Koedam that the following salaries and wages for 2024 of all officers and employees of Douglas County be published in compliance with SDCL 6-1-10. All members voted aye.

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
Carolyn Lau	Treasurer	\$50,000.00 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	\$56,500.00 per year
Angela Magnuson	Deputy Director	\$16.50 per hour

DRAINAGE:

Phyllis Barker	Administrator	\$3,500.00 per year
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EMERGENCY/DISASTER OFFICE:

Pat Harrington	Director	\$25,000.00 per year
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4-H/EXTENSION/WEED AND PEST OFFICE:

Kimberly Klein	4-H Director/ W&P Sec.	\$46,000.00 per year
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HIGHWAY DEPARTMENT:

Callie Nichols	Interim-Superintendent	\$21.50 per hour
Steven L. Harrington	Shop Foreman	\$26.38 per hour
Robert Reinfeld	Maintenance	\$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
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WEED AND PEST DEPARTMENT:

Jefferson Grosz	Supervisor	\$30.00 per hour
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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
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TREASURERS OFFICE:

Roxanne Steburg	Deputy	\$17.50 per hour
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CORONER:

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	\$18.00 per hour

SHERIFF DEPARTMENT:

Dustin Palmquist	Deputy	\$54,000.00 per year
Josh Knodel	Deputy	\$52,000.00 per year
Philip Lane	Deputy	\$46,000.00 per year
Certified Part-Time 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	\$18.00 per hour

VETERANS SERVICE OFFICE:

Jay Vanden Hoek	Service Officer	\$12,000.00 per year
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WELFARE OFFICIAL

Phyllis Barker	Director	\$1,500.00 per year
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AMBULANCE:

EMT's	\$36.00 per hour
EMR	\$32.00 per hour
Drivers	\$26.00 per hour

BOARD MEMBERS:

Weed/Pest Board	Members	\$70.00 per meeting
Planning/Zoning Board	Members	\$70.00 per meeting
All Other Boards	Members	\$70.00 per meeting

MENTAL ILLNESS BOARD:

Attorney Keith Goehring	Chairman	\$80.00 per hour
Magistrate Judge Donna Bucher	Alternate	\$80.00 per hour
(VACANT- Reverend Needed)	Board Member	\$40.00 per hour

AMBULANCE PERSONNEL

Armour: EMTs: Nicole Neugebauer, Pat Harrington, Kristina Ymker, Dwight Brenner, Jay Spaans, Blake Ligtenberg, Ashley Love, Wes Will, Ray Bigge, Jordan Mulder, Scott Ymker, and Heather Fechner.

Corsica: Joy Blom, Londa Vanden Hoek, Kathy Zomer, Marilyn Zomer, Troy Strid, Pat Dockendorf, Wendy Barse, Devin Veurink, Jennifer Johnson, Trista DeLange, Lashell Menning, Diane Niewenhuis, Seth Denning, and Laura Woerner.

ELECTION COMPENSATION

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

**RESOLUTION #2024-01
ESTABLISHING COMPENSATION FOR ELECTION BOARDS**

WHEREAS, annually it is the duty of the Douglas County Board of Commissioners to establish an hourly rate to be paid to Superintendent and Deputies of each election and additional canvassing board, if appointed, in accordance with SDCL 12-15-11 and any amendments thereto, therefore,

BE IT RESOLVED by the Douglas County Board of Commissioners, that the person delivering the poll books and ballot boxes to the proper authority to and from the polling place shall receive the current County rate for mileage for miles necessarily traveled in going to and returning from making such delivery, and

BE IT RESOLVED that the Superintendent and Deputies who attend the Election School shall receive \$25.00 per diem in accordance with SDCL 12-15-7, \$250 per diem for Election Day and the current County rate for mileage for miles necessarily traveled in going to and returning from such school, and

BE IT RESOLVED that Deputies and Superintendents on-call in case of emergency on Election Day shall receive a per diem of \$50.00 for the day, and

BE IT RESOLVED that the Resolution Board, Absentee Precinct Board, Counting Board and Post-Election Audit Board members shall receive a minimum of \$60.00 or \$16.50 per hour if their time exceeds 3.5 hours, and

BE RESOLVED that the polling places shall receive compensation of \$75.00 each for the Primary and General Elections.

All members voted in favor of this action; motion carried.

Dated this 2nd day of January 2024, at Armour, South Dakota.

SIGNED: _____
Chairperson
Douglas County Board of Commissioners

ATTEST: _____
Phyllis Barker
Douglas County Auditor

2024 RENTAL RATES FOR COUNTY EQUIPMENT

A motion was made by Koedam and seconded by Star to adopt the following rental rates for 2024. All present voted in favor of this action; motion carried.

**2024 RENTAL RATES FOR COUNTY EQUIPMENT
(TOWNSHIPS AND MUNICIPALITIES, ONLY)
As of January 2, 2024**

(One-half hour minimum on all equipment, emergency use allowed only)

Maintaining Township Roads with motor grader		\$190.00
Other work with motor grader	\$200.00	
Snow plowing with motor grader v-plow & wing		\$210.00
Truck 12 yard		\$150.00
Truck with one-way plow		\$165.00
Front End Loader		\$200.00
Front End Loader with Snow Blower		\$225.00
Front End Loader with V-Plow	\$200.00	
Brush Chipper		\$150.00
Backhoe		\$200.00

The above rates are for the piece of equipment and the operator only; any additional labor is at the direct and indirect rates of each individual employee. The above rates will be increased \$25.00 per hour for Saturday, Sunday, or Holiday work and any hours before 8:00 a.m. or after 4:30 p.m. on all other days. Douglas County will NOT load gravel for private individuals.

Excise tax of 2% will be added to all applicable invoices.

ADJOURNMENT

At 11:12 a.m. a motion was made by Koedam and seconded by Werkmeister to adjourn until the next meeting to be held at 9:00 a.m. on January 16, 2024. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker, Auditor