

Douglas County Commissioner Meeting Minutes
March 5, 2024

PURSUANT TO ADJOURNMENT The Board of County Commissioners met at the Douglas County Courthouse in Armour, SD at 9:00 a.m. on Tuesday, March 5, 2024. 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 Maas 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 February 6th and 20th meetings. All members voted in favor of this action; motion carried.

EMT ROSTER

Motion was made by Maas and seconded by Werkmeister to add Phillip Lane to the Armour EMT roster. All members voted in favor of this action; motion carried.

EASTER HOLIDAY

Auditor Barker presented an email from Governor Noem granting administrative leave to state employees for Good Friday and Easter Monday. Discussion was held with no action taken; therefore, the Courthouse will be closed on Good Friday March 29th as stated in the Douglas County Personnel Manual, and open on Easter Monday, April 1, 2024.

AMBULANCE DISCUSSION

Shelly Menning, Corsica Ambulance, and Nicole Neugebauer, Armour Ambulance, met with the Board to discuss the ambulance agreement between Douglas County and Douglas County Memorial Hospital. This agreement has not been updated since 1990. Auditor Barker presented a report showing the expenses incurred by the County for the ambulance budget in the last five years. The hospital's 2023 report of revenues and expenditures for the ambulance services was reviewed by the Board. Discussion was held with no action taken at this time.

SECOND READING

A motion was made by Werkmeister and seconded by Koedam to conduct the second reading of *ORDINANCE NO. 2024-01, An Ordinance Amending the Douglas County Zoning Ordinance. AN ORDINANCE ENTITLED, DOUGLAS COUNTY ZONING ORDINANCE AMENDMENTS TO THE COUNTY ZONING ORDINANCE, AS ADOPTED ON MAY 1, 2018, AS AMENDED, AND AS ADOPTED ON SEPTEMBER 7, 2021, AS AMENDED, OF THE ZONING ORDINANCE OF DOUGLAS COUNTY.* A roll call vote was taken with the following votes recorded: Voting 'aye': Maas, Star, Koedam, Werkmeister and Sparks. Voting 'nay': none. Absent: none. Motion carried. The Ordinance is available in its entirety on the County website or at the Auditor's Office.

A motion was made by Werkmeister and seconded by Koedam to approve Ordinance No. 2024-01 and to publish the Notice of Adoption. All members voted in favor of this action; motion carried.

HIGHWAY

Callie Nichols, Interim- Highway Superintendent, met with the Board to update them on her department. Travis Fink, county resident, met with the Board to request gravel on 280th Street from 402nd Avenue East to the Hutchinson County line. Discussion was held. Nichols will coordinate with the Highway Maintenance crew to arrange for gravel to be laid.

Nichols presented a map showing where gravel was laid in 2023 and discussed gravel plans for

2024. Nichols presented an Application for Occupancy on the Right of Way of County Highways submitted by Golden West Telecommunications for telecommunication facilities occupancy of County Road 270th Street located between Section 17 & 20, T100N, R63W. A motion was made by Koedam seconded by Star to approve the application and authorize the Chairperson to sign. All members voted in favor of this action; motion carried.

Nichols informed the Board that the lease on the 2019 John Deere Motor Grader is expiring soon. Discussion was held on purchasing or extending the current lease. A motion was made by Star and seconded by Werkmeister to extend the lease on the 2019 John Deere Motor Grader for one annual payment of \$105,195.06 with a purchase price of \$150,801.00 after the one-year lease is complete. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

At 10:55 a.m. a motion was made by Star and seconded by Koedam to enter executive session with Barker and Nichols present to discuss a personnel matter. All members voted in favor of this action; motion carried. At 11:10 a.m. Chairperson Sparks declared the meeting back to open session with the following action taken.

TREASURER

Carolyn Lau, Treasurer, met with the Board to update them on her department. Lau presented an updated Investment Policy for the Board's review. Discussion was held. A motion was made by Maas and seconded by Star to adopt the following policy:

DOUGLAS COUNTY, SOUTH DAKOTA INVESTMENT POLICY

1. POLICY

Pursuant to SDCL 4-5-8 it is the policy of Douglas County, South Dakota to invest idle public funds in a manner to meet the daily cash flow demands of the County with the primary objectives, in priority order, being: a) Safety b) Liquidity and c) Return.

2. DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Treasurer, who shall refrain from personal business activity that could impair his/her ability to make impartial decisions. The Treasurer acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Governing Board shall appoint a replacement, Officer.

3. AUTHORIZED FINANCIAL DEALER AND INSTITUTIONS

The Governing Board authorizes the placement of cash resources in the following financial institutions:

- | | | |
|------------|-----------------|------------|
| • BMO Bank | 135 Main Street | Corsica SD |
| • Bankwest | PO Box 610 | Armour SD |

4. AUTHORIZATION AND SUITABLE INVESTMENTS

The Douglas County Treasurer is empowered by statute to invest in the following types of securities:

Interest bearing checking accounts.

Certificates of Deposit (CDs) (SDCL 4-5-6) *
Money Market Mutual Funds – open-end, no-load (SDCL 4-5-6)

*When investing in Certificates of Deposit (CDs) public funds will be invested at the highest rate of interest possible after attempting to secure two (2) quotes.

5. COLLATERALIZATION

In accordance with the SDCL 4-6A.6A, 51A-10-9 Qualified Public Depositories will furnish collateral in the sum equal to one hundred percent (100%) of the public deposit accounts that exceed deposit insurance. The financial institution shall submit a copy of their collateralization report to the Treasurer.

6. INTEREST EARNED

The interest from investments shall be credited to the respective fund, except Agency funds, (SDCL 4-5-9).

7. DIVERSIFICATION

It is the policy of the Douglas County Treasurer's Office to reduce overall risks while attaining average market rates of return by diversifying its investments.

Investment maturities will be staggered in such a manner that all investments will not come due at the same time.

At least 10% of the investable funds shall be accessible for use by the County in one day's notice.

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

CERTIFICATE OF DEPOSIT

Lau informed the Board that one of the County's four Certificate of Deposits will reach maturity at the end of March. Lau presented quotes from Bank West and BMO for renewal rates. Discussion was held. A motion was made by Koedam and seconded by Maas, authorizing Treasurer, Carolyn Lau, to cash out one \$100,000.00 Certificate of Deposit at Bank West and deposit \$100,000.00 into BMO Bank at an annual interest rate of 4.49%. All members voted in favor of this action; motion carried.

DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, met with the Board briefly to discuss her department. Deputy Director of Equalization, Angela Magnuson, has completed her sixth month probationary period and has started the process of completing her certification. A motion was made by Werkmeister and seconded by Star to increase Magnuson's wage to \$18.00 per hour effective with March payroll. All members voted in favor of this action; motion carried.

CLAIMS

The following claims were approved for payment:

GENERAL FUND

February Payroll: Commissioners 6,057.28 Auditor 10,159.50 Treasurer 10,283.69 States Attorney 6,461.66 Courthouse Janitor 6,604.59 Equalization 9,790.58 Register of Deeds 8,534.91 Veterans Service Officer 1106.50 Sheriff 27,390.78 Coroner 0.00 Welfare 154.27 Ambulance 4,452.01 Extension 3812.79 Weed & Pest 3026.57 Fair board 0.00 Drainage 359.93 Planning and Zoning

718.74 Park 0.00 Reliance Standard Life Insurance 586.63

Agland Coop 36.04 travel; Armour Chronicle 1551.65 publishing; City of Armour 150.00 utilities; Buhl's Dry Cleaners 153.50 maint.; Cardmember Services 464.86 supplies/prof. fees; Corsica Globe 1262.65 publishing; Corsica Hardware 38.99 supplies; Mitch DeLange 926.84 conference; Douglas Electric Coop 70.26 utilities; AT&T Mobility 427.30 utilities; Galls 65.82 supplies; Keith Goehring 1180.71 CAA fees; Jefferson Grosz 98.00 travel; Holiday Inn and Convention Center 551.94 travel; Legacy Building & Supply 528.90 maint.; McLeod's Office Supply 149.90 supplies; Nextraq 75.80 prof fees; Northwestern Energy 3404.56 utilities; Office Products Center 2410.92 supplies/equip; Parkston Advance 78.00 publishing; Randall Comm. Water Dist. 80.00 utilities; Riverside Technologies 841.00 equip.; SD Dept. of Public Safety 2340.00 teletype services; SDACC 308.00 CLERP; SD Public Assurance Alliance 1129.19 insurance; Stryker 616.00 supplies; Two Trees Technologies 370.00 prof fees; US Bank Voyager 1356.41 gas; Wilson's True Value 178.49 supplies.

ROAD AND BRIDGE FUND

February Payroll: 33,172.38, Agland Coop 2655.91 fuel/ supplies; City of Armour 63.00 utilities; Douglas Electrical Coop 72.36 utilities; Econo Signs 254.06 signs; AT&T Mobility 80.08 utilities; Nextraq 454.80 prof fees; SD Dept. of Transportation 621.23 prof fees; Transource Truck & Equip. 15,101.28 repairs; Upper Midwest Garage Door 1515.30 repairs; US Bank Voyager 224.08 gas; Wilson's True Value 68.14 supplies.

E911 FUND

February Payroll: 26.46; Midstate Communications 440.11 prof fees; Santel Communications 30.00 prof fees.

EMERGENCY MANAGEMENT FUND

February Payroll: 2,337.21.

ADJOURNMENT

At 12:40 p.m. a motion was made by Koedam and seconded by Star to adjourn until the next meeting to be held at 9:00 a.m. on March 19, 2024. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker, Auditor