

Douglas County Commissioner Meeting Minutes
May 20, 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, May 20, 2024. Members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star and Jim Werkmeister. Auditor Phyllis Barker was also present. 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.

AMBULANCE

Nicole Neugebauer, Armour EMS Director, was present to discuss aid to other ambulance districts. Discussion was held. A motion was made by Werkmeister and seconded by Koedam to allow Douglas County Ambulance Services to charge other ambulance districts \$525.00 per call for calls answered that are not mutual aid calls. These calls would be billed by and paid to the respective ambulance district answering the call. This agreement will be revisited after ten runs have been completed. All members voted in favor of this action; motion carried.

HIGHWAY DEPARTMENT

Callie Nichols, Interim Highway Superintendent, met with the Board to update them on her department. The highway crew is still working on laying gravel. There is an issue with one of the Volvo blades and will need repair. Equipment purchases were discussed. No action was taken at this time.

REGISTER OF DEEDS

Kim Huebner, Register of Deeds, met with the Board at their request to discuss her department. Huebner currently is sharing department help with the Sheriff's Office. The Sheriff is requesting more hours be spent in her office. Discussion was held with no action taken at this time.

EXECUTIVE SESSION

A motion was made by Maas and seconded by Werkmeister to enter executive session at 10:00 a.m. to discuss personnel matters. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 10:20 a.m. with no action taken at this time.

EXECUTIVE SESSION

A motion was made by Star and seconded by Maas to enter executive session at 10:23 a.m. to discuss potential litigation with States Attorney Parkhurst present via conference call. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 10:56 a.m. with no action taken.

AMBULANCE

Auditor Barker presented an updated ambulance agreement proposal based on the discussion from the last meeting. New discussion was held. The Board agreed that they would again request the five previous years of financial statements from the Hospital to ensure transparency. The Board agreed that the profit split should match the cost split for the ambulance services. For example: if the Hospital covered 60% of the total cost of operating the ambulance, they should retain 60% of the profit. This formula was done using the figures provided by the Hospital for 2023 and an average of the last five years of County expenses, resulting in 40% of the profits being due to the County. Therefore, the County is requesting the agreement to state "the Hospital may retain revenue from

the ambulance operations but shall pay the County 40% of the net revenues yearly to be deposited into a restricted account for Ambulance Capital Accumulations only.” This agreement will be for a term of one year, to be renewed annually.

Auditor Barker will submit these changes to Mr. Brouwer for the Hospital Board’s review at their meeting scheduled for May 22 and request their attendance at the next Commissioner’s meeting.

EXECUTIVE SESSION

A motion was made by Koedam and seconded by Star to enter executive session at 11:20 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 11:30 a.m. with no action taken.

SHERIFF’S OFFICE

Sheriff Lau met with the Board to update them on her department. Lau informed the Board that Deputy Knodel will be back to full duty on June 1st. Lau stated that Deputy Lane is scheduled to start the Law Enforcement Academy in August.

A motion was made by Star and seconded by Koedam to enter executive session at 11:44 a.m. to discuss a legal matter. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 11:54 a.m. with no action taken.

EXECUTIVE SESSION

A motion was made by Maas and seconded by Koedam to enter executive session to discuss a personnel matter at 11:58 a.m. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session with no action taken at 12:08 p.m.

HOLIDAY

Auditor Barker read an email from Governor Noem, granting July 5th as a holiday for State employees. Discussion was held. A motion was made by Maas and seconded by Koedam to follow the Governor and close the Douglas County Courthouse offices on Friday, July 5th, 2024. For payroll purposes, the 5th will be treated as a holiday. The Highway Department will revert to 5, 8-hour days this week and receive 8 hours of holiday pay on July 5th. All members voted in favor of this action; motion carried.

PARK

Roxane Wentz, Park Caretaker, met with the Board to update them on the campground. Wentz would like to know if stumps will be removed. Discussion was held and it was decided that stump removal would not be done this season. Wentz also informed the Board that she has replaced two shower heads. Wentz reported that the trees and shrubs planted last year are doing well. Wentz would like to repair about a dozen picnic tables. The board authorized her to purchase supplies locally to repair the tables. No action was needed.

FEES REPORT

Register of Deeds Fees (April 2024): \$3,637.50

Clerk of Courts Fees (April 2024): \$2,545.50

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: April 2024

Checking Accounts	\$8,046.93
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$619,882.81

Savings Accounts.....	\$5,119,500.00
Certificate of Deposits	\$400,000.00
Total	\$6,148,329.74

FUND BALANCE

General Fund	\$3,089,579.10
Special Revenue Funds	\$766,667.22
Tax Increment District Fund.....	\$27,326.36
Trust and Agency Funds	\$2,264,757.06
Total	\$6,148,329.74

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Armour Dray 55.00 utilities; Phyllis Barker 175.20 conference; Charles Mix Co. Sheriff's Office 630.00 jail fees; Darrington Water 32.25 supplies; Douglas Co. Memorial Hospital 750.00 prof fees; Doug's Custom Paint & Body 115.47 repairs; Election Systems and Software 2102.55 supplies; Pamela Hein 2071.95 CAA fees; Kim Huebner 213.42 conference; Minnehaha Juvenile Detention Center 2750.88 prof fees; Office Products Center 557.26 supplies; Ramkota Hotel 121.99 travel; Leah Rus 120.00 conference; SD Public Assurance Alliance 45,781.25 insurance; Stamp Fulfillment Services 1653.15 supplies; Two Trees Technologies 440.42 prof fees; Vogt's repair 5085.17 repairs; Wilson's True Value 21.99 supplies.

ROAD AND BRIDGE FUND

Armour Dray 35.00 utilities; Fousek Trucking Service 897.62 repairs/supplies; Northwestern Energy 240.19 utilities; Office Products Center 15.96 supplies; SD Dept of Transportation 1451.65 repairs; SD Public Assurance Alliance 16,438.76 insurance; Transource Truck & Equip. 2,552.56 repairs; Two Trees Technologies 97.88 prof fees; Wilson's True Value 75.98 supplies.

ADJOURNMENT

At 12:38 p.m., a motion was made by Koedam and seconded by Werkmeister to adjourn until the next meeting scheduled for Thursday, June 6, 2024, at 9:00 a.m. All members voted in favor of this action; motion carried.

SIGNED: _____

Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____

Phyllis Barker, Auditor

