

Douglas County Commissioner Meeting
June 18, 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, June 18, 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 Star to adopt the amended agenda. All members voted in favor of this action; motion carried.

HIGHWAY DEPARTMENT

Callie Nichols, Interim Highway Superintendent, met with the Board briefly to provide a gravel cost estimate and a gravel update. The Board discussed Independence Townships request from the last meeting. Due to Mark Fuoss completing the SD Jobs Grant, which generated \$20,000 in unanticipated revenue for the County, a motion was made by Koedam and seconded by Werkmeister authorizing Brian Mehlhaff to lay two miles of gravel in Independence Township on 279th and 395th streets. The County agrees to blade the area one time after the gravel is laid; all other blading will be the responsibility of the township. All members voted in favor of this action; motion carried.

DRAINAGE

A motion was made by Star and seconded by Maas to recess as the Board of Commissioners and convene as the Douglas County Drainage Board. All members voted in favor of this action; motion carried.

The Board reviewed two permits; one submitted by Jon Reichert for underground drain tile in the NE4 SW4 of Section 36, T100N, R62W, Douglas County and one submitted by Zita Bialas for underground drain tile in the NW4 SE4 of Section 36, T100N, R62W, Douglas County. Craig Bialas, Delray Geidel, and Zita Bialas were present during this discussion. Phyllis Barker, Drainage Administrator, explained that these projects were completed without a permit. The projects tie onto an existing project completed in 2016 on the property of Zita Bialas. The prior project outlets into Hutchinson County on Craig Bialas' land. Craig Bialas authorized the original project to outlet on his property but was not notified of the additional projects being added to the outlet, therefore not giving his consent for the new projects to outlet on his property. Barker asked that the Board wait to act on this matter until Bryce Gillen, from Gridline Field Tile, could be present to explain the matter as he is the contractor that completed the project. The Board agreed that no action would be taken until the July 16th meeting.

EXECUTIVE SESSION

A motion by Werkmeister seconded by Maas to enter executive session at 9:51 a.m. to discuss a potential litigation matter. Chairperson Sparks declared the meeting back to open session at 10:09 a.m. with no action taken at this time.

Motion was made by Koedam and seconded by Star to adjourn as the Drainage Board and reconvene as the Board of County Commissioners. All members voted in favor of this action; motion carried.

VETERANS SERVICE OFFICE

Jay Vanden Hoek, Veterans Service Officer, met with the Board briefly to update them on his department. Vanden Hoek is in the office on Tuesday and Wednesday from 9:00 a.m.- 3:00 p.m.

There are 182 Veterans in Douglas County and Vanden Hoek estimates that he sees approximately 1-2 veterans per week. Discussion was held with no action taken.

WEED AND PEST

Commissioner Maas exited the meeting for the following discussion:

The Board reviewed an application submitted for the open Weed and Pest Supervisor position. Barker explained that a 'Help Wanted' ad for the open position was emailed to the Corsica Globe and Armour Chronicle on June 6th, asking that it be published the week of June 10th-14th. However, the ad was not published until the week of June 17th.

EXECUTIVE SESSION

A motion was made by Star and seconded by Werkmeister to enter executive session 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 10:45 a.m. with the following action taken:

A motion was made by Star and seconded by Werkmeister to hire Michael Maas as the Weed and Pest Supervisor at a rate of \$28.00 per hour with a review after a 90-day probationary period for a maximum of 200 hours annually, and to waive the policy of advertising for the position due to the help wanted ad not being published in error on the publishing company's behalf. With Maas abstaining, all members voted in favor of this action; motion carried.

TREASURERS OFFICE

Commissioner Maas re-entered the meeting.

Carolyn Lau, Treasurer, met with the Board to give an update on her department.

Lau presented two, \$100,000.00 Certificates of Deposits that have matured at Bank West as of today's date, as well as quotes from Bank West and BMO for interest rates moving forward.

Discussion was held. A motion was made by Star and seconded by Koedam to authorizing Lau to cash out the two, \$100,00.00 Certificates of Deposit at Bank West and re-deposit the money into Bank West for two, \$100,000.00 Certificates of Deposits at an annual interest rate of 4.50%. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

Motion was made by Werkmeister and seconded by Maas to enter executive session to discuss a personnel matter at 11:20 a.m. Chairperson Sparks declared the meeting back to open session at 11:27 a.m. with the following action taken:

A motion was made by Koedam and seconded by Werkmeister to increase Roxane Steburg's wage to \$19.50 per hour after the completion of her 6-month probation effective June 20th. All members voted in favor of this action; motion carried.

A motion was made by Koedam and seconded by Werkmeister to increase Carolyn Lau's wage to \$54,000 upon the completion of her 6-month probation effective June 26th. All members voted in favor of this action; motion carried.

SHERIFF

Chris Lau, Sheriff, met with the Board to update them on her department. Phillip Lane has successfully completed his sixth month probation. A motion was made by Werkmeister and seconded by Star to increase Phillip Lane's wage to \$47,000 annually upon completion of his sixth month probation effective June 1st. All members voted in favor of this action; motion carried.

FEES REPORT

Register of Deeds Fees (May 2024): \$2,629.50

Clerk of Courts Fees (May 2024): \$3,202.00

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: May 2024

Checking Accounts	\$3,684.36
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$17,836.38
Savings Accounts.....	\$4,056,800.00
Certificate of Deposits	\$400,000.00
Total	\$4,479,220.74

FUND BALANCE

General Fund	\$3,032,427.38
Special Revenue Funds	\$1,044,990.79
Tax Increment District Fund.....	\$162.93
Trust and Agency Funds	\$401,639.64
Total	\$4,479,220.74

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Phyllis Barker 17.94 reimb. election supplies; Melissa Bowers 163.20 travel; Cook Implement LLC. 287.98 supplies; Darrington Water 64.00 supplies; Jessica Goehring 312.14 travel; Juvenile Detention Center 14,212.88 prof fees; Phillip Lane 91.96 reimb. supplies; Office Products Center 168.89 supplies; Ramkota Hotel 77.00 travel; Roxane Steburg 175.20 travel; TEAM Laboratory 775.81 supplies; USPS 754.00 prof fees; Van Diest Supply Co. 543.00 supplies; Vogt’s Repair 2506.93 repairs.

ROAD AND BRIDGE FUND

Brosz Engineering 1000.00 prof. fees; Dakota Sales and Rental 85.00 rental equip.; Fousek Trucking 1455.88 supplies; Northwestern Energy 171.01 utilities; USPS 100.00 prof fees; Vogt’s Repair 103.00 repairs.

ADJOURNMENT

At 12:21 p.m., a motion was made by Koedam and seconded by Maas to adjourn until the next meeting scheduled for Tuesday, July 2, 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