

Douglas County Commissioner Meeting Minutes  
July 16, 2024

PURSUANT TO ADJOURNMENT The Board of County Commissioners met at the Douglas County Courthouse in Armour, SD at 8:30 a.m. on Tuesday, July 16, 2024. The 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 Star 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 Maas to approve of the minutes from the June 6<sup>th</sup> 18<sup>th</sup> meeting minutes. All members voted in favor of this action; motion carried.

COMMISSIONER COMMENT

Commissioner Werkmeister commented on thistles on County ground near Delmont. Commissioner Koedam informed the Board that the Weed and Pest Board has discussed it and is planning to take care of it. No action was needed.

AUTOMATIC BUDGET SUPPLEMENT

A motion was made by Maas and seconded by Koedam to adopt an automatic supplemental budget pursuant to SDCL 7-21-32.1 for reimbursements for unanticipated expenditures:  
Expenditure: Emergency Management Fund; Equipment: 226-222-434: \$14,164.53  
Means of Finance: Emergency Management Fund; Homeland Security Grants: 226-222-331.28 12,530.68. All members voted in favor of this action; motion carried.

MILEAGE REIMBURSEMENT

Auditor Barker presented a memo from the Bureau of Finance Management regarding Travel Reimbursement Rates for FY2025. A motion was made by Werkmeister and seconded Star to increase the mileage reimbursement rate to 0.65 cents per mile. If an employee elects to use a personal vehicle for county business when a county vehicle is available to them, the mileage reimbursement rate will be set at 45% of the rate set by the IRS, or 0.29 cents per mile. All members voted in favor of this action; motion carried.

PLANNING AND DEVELOPMENT DISTRICT III

Auditor Barker presented the Statement of Extension with Planning and Development District III for services in 2025 for a fee of \$12,546.00. A motion was made by Star and seconded by Maas, authorizing the Chairperson to sign the Statement of Extension Joint Cooperative Agreement with Planning and Development District III for services in 2025. All members voted in favor of this action; motion carried.

LEWIS AND CLARK BEHAVIORAL HEALTH

Dr. Tom Stanage, Director of Lewis and Clark Behavioral Health Center (LCBHC), met with the Board to provide an annual update. LCBHC is asking for a 4% increase to the 2024 allotment for a total request of \$6,442.29 for the 2025 budget allotment. Discussion was held. The Board thanked Dr. Stanage for attending the meeting and providing information.

EXECUTIVE SESSION

At 9:22 a.m., a motion was made by Star and seconded by Werkmeister to enter executive session to discuss legal matters. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 9:35 a.m. with no action taken at this time.

## DRAINAGE

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

The Board continued their discussion from the June 18<sup>th</sup> meeting regarding 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. Bryce Gillen of Gridline Field Tile, Zita Bialas, Craig Bialas, Jon Reichert, Steve Reichert, Kurt Bialas, DuWayne Bialas and Scott Hansen of East River Land Improvement, were present for the discussion. Gillen explained that the projects connect to an existing mainline that outlets into Hutchinson County. Barker presented a power point outlining all projects that have been added to the existing mainline since the original permit was approved in 2016. Gillen stated that the 12" perforated mainline is adequate for the 400 acres now being drained into the mainline. Craig Bialas, who's property the mainline outlets on, disagreed and would like to see a larger mainline put in to replace the 12" perforated outlet. Craig Bialas also asked what the grade of the tile was; Gillen could not provide an answer at this time and offered to meet with Bialas privately to discuss. Scott Hansen agreed the outlet is not large enough for the number of acres being drained. Discussion continued.

Barker asked that the landowners obtain the appropriate waivers as outlined in the Drainage Ordinance of Douglas County. Barker also asked Gillen to provide an updated tile map showing the total project, and total feet of drain tile currently feeding into the existing outlet. Discussion will continue at the next meeting when all documents requested are received by the Drainage Administrator. No action was taken at this time.

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

## AMBULANCE

Heath Brouwer, Douglas County Memorial Hospital Administrator, met with the Board to continue the discussion on the proposed ambulance agreement. Brouwer presented the last five years of financial documents as requested by the Commission. These reports show an average of \$68,509, per year, in net revenue generated by the ambulance over the last five years. Brouwer stated that he spoke to the DCMH Board of Directors; they agreed that the hospital would take over the continuing education expenses, repairs, maintenance, and other previously agreed upon terms. The hospital also agreed to allocate ten thousand dollars per ambulance (Armour and Corsica) per year as a donation to each department. Brouwer stated that the hospital is not willing to release any of the revenue to Douglas County to be placed in a restricted fund for the purchase of future ambulances; if the County demands that, the hospital will relinquish all responsibility for the ambulance to the County and then charge the County for nursing staff, ambulance billing and any other cost associated with the ambulance. Discussion continued with no action taken at this time.

## 4-H EXTENSION

Kim Klein, 4-H Extension Director, met with the board for a brief update. 2024 Achievement Days will be August 5<sup>th</sup> and 6<sup>th</sup>. The Douglas County 4-H is hosting a BBQ fundraiser on August 5<sup>th</sup> to raise funds to replace the flooring in the 4-H Building. Klein explained the 2025 budget requests for Weed and Pest, Extension and Fair board. No action was required.

HIGHWAY DEPARMTENT

Brad Lawrence, Brosz Engineering, met with the Board to discuss the Randall Community Water District (RCWD) regional waterline project. RCWD is requesting authority to occupy the Public Right-of-Way of Douglas County to install, operate and maintain a domestic waterline for public use. Discussion was held. A motion was made by Maas and seconded by Koedam to introduce the following resolution:

RESOLUTION #2024-05

A RESOLUTION AUTHORIZING DOUGLAS COUNTY TO ENTER INTO AN AGREEMENT TO ALLOW A PUBLIC UTILITY TO OCCUPY THE PUBLIC RIGHT-OF-WAY BETWEEN DOUGLAS COUNTY AND RANDALL COMMUNITY WATER DISTRICT.

WHEREAS, the RANDALL COMMUNITY WATER DISTRICT has determined it is necessary to proceed with RANDALL REGIONAL TRANSMISSIONLINE (the "Project"); and  
WHEREAS, DOUGLAS COUNTY permits the pipeline to be installed, operated, and maintained within the public right of way of Douglas County; and  
WHEREAS, the RANDALL COMMUNITY WATER DISTRICT agrees to restore the roadway and ditch to equal or better condition; and  
WHEREAS, the RANDALL COMMUNITY WATER DISTRICT agrees to move or alter the utility installation in any way due to maintenance or construction within its present right-of-way width, the alteration will be accomplished by RANDALL COMMUNITY WATER DISTRICT without cost to the owner; and  
WHEREAS, the RANDALL COMMUNITY WATER DISTRICT provides protection to highway traffic during construction and maintenance; and  
WHEREAS, the RANDALL COMMUNITY WATER DISTRICT pledges to repair any damage to the right of ways due to a water leak, repair, alteration, or any other activity associated with the water line that disturbs the subgrade or surfacing during the duration of the project's use; and  
WHEREAS, the RANDALL COMMUNITY WATER DISTRICT promises to meet the standards for crossings as set forth in the letter agreement attached hereto this resolution; and  
WHEREAS, the RANDALL COMMUNITY WATER DISTRICT agrees to indemnify and hold the county, its officers, agents, and employees harmless, from and against any and all actions, suits, damages, liability of other proceedings of any kind or nature brought because of any injuries or damages received or sustained by any person or property on account of the use or occupancy of right-of-way.

Dated this 11<sup>th</sup> day of July 2024.

Votes Recorded: Voting 'aye': Star, Koedam, Werkmeister, Maas and Sparks. Voting 'nay': none.  
Absent: None. Motion carried.

SIGNED: \_\_\_\_\_

Lori Sparks- Chairperson  
Douglas County Commissioner

ATTEST: \_\_\_\_\_

Phyllis Barker- Auditor

Callie Nichols, Interim- Highway Superintendent, met with the Board to update them on her department. Nichols presented three applications for Occupancy on the Right- of- Ways of County Highways submitted by Douglas Electric. A motion was made by Star and seconded by Maas to approve the permits submitted by Douglas Electric for telecommunication facilities occupancy of 379<sup>th</sup> Avenue located in Sections 1 & 2, T99N, R66W, 273<sup>rd</sup> St. located in the SE4 of Sec. 31 and NE4 of Sec 6, T99N & T100N, R63W and 393<sup>rd</sup> St. located in NE4 of Sec 31 and NW4 of Sec 32, T100N, R63W. All members voted in favor of this action; motion carried.

#### HAUL ROAD AGREEMENT

A Haul Road Agreement was submitted by the South Dakota Department of Transportation for the Use and Restoration of Haul Road. A motion was made by Koedam and seconded by Werkmeister to approve Agreement No. 3, designating 399<sup>th</sup> Avenue from SD HWY 18 North to 284<sup>th</sup> Street, 2 miles (County Road 5-5) as a Haul Road for State Project No. NH 0037 (164) 24. The complete agreement is on file in the Highway Office. All members voted in favor of this action; motion carried.

Nichols presented the 2024 Douglas County Bridges BIG (Bridge Improvement Grant) scores. A motion was made by Maas and seconded by Werkmeister to amend the 5-Year County Highway and Bridge Plan to include Structure No. 22-213-030. All members voted in favor of this action; motion carried.

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

RESOLUTION #2024-06  
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 Programs  
STRUCTURE No. 22-213-030 Located 2.0 miles N and 6.3 miles E of Corsica SD over an Unnamed Creek. and,  
WHEREAS, Douglas County certifies that the project is listed in the County's Five-Year County Highway and Bridge Improvement Plan; and, |  
WHEREAS, Douglas County agrees to pay the 20% match on the Bridge Improvement Grant Funds and 100% of ineligible expenses; 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 Bridge Improvement Grant Application.

Dated this 11<sup>th</sup> day of July 2024.

Votes Recorded: Voting 'aye': Star, Koedam, Werkmeister, Maas and Sparks. Voting 'nay': none.  
Absent: None. Motion carried.

SIGNED: \_\_\_\_\_  
Lori Sparks- Chairperson  
Douglas County Commissioner

ATTEST: \_\_\_\_\_  
Phyllis Barker- Auditor

A motion was made by Star and seconded by Maas authorizing Callie Nichols to attend the one-day Highway Superintendent Certification Training on August 14, 2024. All members voted in favor of this action; motion carried.

**EXECUTIVE SESSION**

At 12:08 p.m., a motion made by Maas and seconded by Koedam to enter executive session to discuss a personnel matter. All members voted in favor of this action; motion carried. At 12:18 p.m., Chairperson Sparks declared the meeting back to open session with no action taken at this time.

**RECESS**

The Board recessed for lunch at 12:21 p.m. and reconvened at 1:06 p.m.

**BUILDING**

John Engelland, Custodian, met with the Board to present quotes for new flooring in various offices in the courthouse. The Board told Engelland to move forward with the projects as the expenses were budgeted for in the current budget.

**2025 BUDGET REQUESTS**

The 2025 departmental budget requests and proposed provisional budget were reviewed by the Board. No formal action was required at this time.

**FEES REPORT:**

Clerk of Courts Fees (June): \$2003.00

Register of Deeds Fees (June): \$2234.00

**AUDITORS ACCOUNT WITH THE COUNTY TREASURER: June 2024**

Checking Accounts .....	\$7,586.13
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$13,813.11
Savings Accounts.....	\$3,808,500.00
Certificate of Deposits .....	\$400,000.00
<b>Total .....</b>	<b>\$4,230,799.24</b>

**FUND BALANCE**

General Fund .....	\$2,940,065.98
Special Revenue Funds .....	\$1,023,142.15
Tax Increment District Fund .....	\$0.00
Trust and Agency Funds .....	\$267,591.11
<b>Total .....</b>	<b>\$4,230,799.24</b>

**CLAIMS**

The following claims were approved for payment:

**GENERAL FUND**

Agland Coop 139.36 supplies/repairs; City of Armour 137.50 utilities; Armour Dray 55.00 utilities; Armour Fire Dept. 75.00 polling place; Buhl's Dry Cleaning 153.50 maint; C&R Supply 271.38 equip; Cardmember Services 1495.63 prof fees/supplies/travel; Corsica City 75.00 polling place;

Darrington Water 32.00 supplies; DCMH 50.00 prof fees; Delmont Community Center 75.00 polling place; Douglas Electric Coop 401.58 utilities; East River Psychological Services 2500.00 prof fees; Galls 136.00 clothing allowance; Harrison Community Church 75.00 polling place; Kone Inc. 959.88 repairs; Krull's Market 80.48 supplies; Legacy Building Supply 181.79 repairs; Kent E. Lehr 360.00 prof fees; Minnehaha County 4584.80 juvenile housing; Office Products Center 182.40 supplies; South Dakota Counties 200.00 conference; SDACC 1600.00 conference; Van's Dray & Recycling 140.00 utilities; Vogt's Repair 59.51 repairs; Wilson's True Value 89.26 supplies.

**ROAD AND BRIDGE FUND**

Agland Coop 7,704.66 repairs; City of Armour 63.00 utilities; Armour Dray 35.00 utilities; Douglas Electric Coop 58.14 utilities; Econo Signs 2070.58 supplies; Fousek Truck Services 147.86 supplies; Northwestern Energy 151.06 utilities.

**E911 FUND**

Charles Mix County 27,510.18 E911 Services; Santel Communications 30.00 E911 Services.

**ADJOURNMENT**

At 4:37 p.m. Koedam motioned to adjourn until 9:00 a.m. on Tuesday, August 6, 2024. Werkmeister seconded. All members voted in favor of this action; motion carried.

SIGNED: \_\_\_\_\_  
Lori Sparks, Chairperson  
Board of County Commissioners

ATTEST: \_\_\_\_\_  
Phyllis Barker, Auditor