

Douglas County Commissioner Meeting Minutes  
September 24, 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 September 24, 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 Werkmeister to adopt the amended agenda. 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. Nichols presented the final invoice from Commercial Asphalt for the 2024 overlay projects. A motion was made by Maas and seconded by Koedam to accept the final invoice from Commercial Asphalt for \$1,293,476.30 (\$22,748.70 under the original bid). All members present voted in favor of this action; motion carried.

#### DIRECTOR OF EQUALIZATION

Jessica Goehring, Director of Equalization, and Angela Magnuson, Deputy Director met with the Board. Goehring explained an issue of overlapping between the County's existing Tax Increment District (Douglas County TID #1) and the new Corsica TIF #2. Discussion was held with no action taken at this time.

#### PLANNING AND ZONING FEES

Goehring discussed the Planning and Zoning permit fees. Discussion was held. A motion was made by Star and seconded by Werkmeister to increase the Conditional Use and Variance Request permit fees to \$250.00 per permit and increase the special meeting rate to \$500 + permit fee. All members voted in favor of this action; motion carried.

#### DELMONT DITCH CLEANOUT

Mike Fechner, County resident, was present for discussion regard ditch cleanout in the Delmont area. Interim- Highway Superintendent Nichols was also present. A revised estimate from Vander Pol Construction for cleaning ditches was reviewed. Discussion was held with no action taken.

#### 4-H EXTENSION

Kim Klein, 4-H Extension Director, met with the Board to provide an update on her department. Klein asked for permission to have a Douglas County 4-H float in the Armour Homecoming parade. A motion was made by Maas and seconded by Werkmeister to approve the Douglas County 4-H program to have a float for the homecoming parade with a limit of \$150.00 for expenses. All members voted in favor of this action; motion carried. Klein informed the Board that the 4-H Building flooring project is underway and should be completed soon. The ETHICS Trapping classes will begin on October 19<sup>th</sup>. Children must be members of Douglas County 4-H and at least 8 years old to participate. The Recognition Banquet will be held November 2<sup>nd</sup>.

#### WEED AND PEST

Kim Klein informed the Board that the Weed and Pest Department would like to spray for townships adjacent to the county line. Discussion was held. A motion was made by Star and seconded by Maas authorizing the Weed and Pest Department to spray surrounding county township ROWs (AFTER all Douglas County work has been completed) at a rate of \$75/mile for the

entire township and \$85/mile for spot spraying with an \$850.00 minimum. All members voted in favor of this action; motion carried.

#### EXECUTIVE SESSION

At 10:42 a.m., a motion was 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. Chairperson Sparks declared the meeting back to open session at 11:27 a.m. with the following action taken: A motion was made by Werkmeister and seconded by Star to accept Dustin Palmquist's verbal resignation from the position of Douglas County Coroner effective immediately. All members voted in favor of this action; motion carried.

The Commission thanked Dustin Palmquist for his nine years of service to Douglas County and wished him well in his future endeavors.

#### PARK

Roxane Wentz, Park Caretaker, met with the Board to update them on the campground. Wentz explained that the permanent campers have asked that the campground remain open until the Dakota Trails Golf Course closes. The Board agreed that that should not be an issue. No action was needed.

#### 2025 BUDGET

Phyllis Barker, Auditor, explained that the final growth came in above what was estimated in the Provisional Budget, therefore, the following changes were made:

General Fund Cash Applied decreased to \$690,439 and the General Fund Property Taxes levies increased to \$2,101,489.

The Road and Bridge Fund Cash Applied increased to \$178,901 and the Property taxes levies increased to \$681,941.

The Road and Bridge appropriations increased by \$110,000 for a total of \$2,220,000 due to an increase in chipseal projects.

A motion was made by Koedam and seconded by Maas to approve the changes to the 2025 Budget and to adopt the following resolution:

#### RESOLUTION 2024-09 ADOPTION OF THE ANNUAL BUDGET

WHEREAS, (7-21-5 THRU 13) SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all the institutions and agencies for such fiscal year and,

WHEREAS, the Board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates and all matters therein set forth, SHALL BE APPROVED AND ADOPTED AS THE ANNUAL BUDGET OF THE APPROPRIATION AND EXPENDITURES FOR Douglas County, South Dakota and all its institutions and agencies for calendar year beginning January 1, 2025 and ending December 31, 2025 and the same is hereby approved and adopted by the Board of County Commissioners of Douglas County, South Dakota, this the 24<sup>th</sup> day of September, 2024. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor, Douglas County, South Dakota. The

accompanying taxes are levied by Douglas County for the year January 1, 2025 through December 31, 2025.

GENERAL FUND: \$2,101,489.00 at 2.851 per \$1,000 of Valuation.

ROAD AND BRIDGE FUND: \$681,941.00 at 0.925 per \$1,000 of Valuation.

Total taxes Levied by County: \$2,783,430.00 at 3.776 per \$1,000 of Valuation.

BOARD OF COUNTY COMMISSIONERS  
Douglas County, South Dakota  
*Lori Sparks*, Chairperson  
*Jerod Star*, Commissioner  
*Dan Koedam*, Commissioner  
*Jim Werkmeister*, Commissioner  
*Marlin Maas*, Commissioner

ATTEST: Phyllis Barker, County Auditor

A roll call vote was taken with the following votes recorded: voting 'Aye': Star, Koedam, Werkmeister, Maas, Sparks. Nay: None. Absent: None. Motion carried.

MEMORANDUM OF UNDERSTANDING

A motion was made by Maas and seconded by Star authorizing the Chairperson to sign the Memorandum of Understanding between the Douglas County Treasurer and the South Dakota Department of Revenue. All members voted in favor of this action; motion carried.

CORRESPONDENCE

A letter from the Wagner-Lake Andes Ambulance District was read with no action taken.

OTHER BUSINESS

A motion was made by Star and seconded by Werkmeister to approve the payout of Dustin Palmquist's vacation and sick leave with September payroll. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Maas and seconded by Werkmeister to enter executive session at 12:10 p.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 12:28 p.m. with no action taken at this time.

FEES REPORT

Register of Deeds Fees (August 2024): \$4,665.50

Clerk of Courts Fees (August 2024): \$3,108.00

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: August 2024

Checking Accounts .....	\$1,542.18
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$7,973.39
Money Market Investments.....	\$3,512,922.00

Certificate of Deposits ..... \$400,000.00  
Total ..... \$3,923,337.57

FUND BALANCE

General Fund .....\$2,778,425.79  
Special Revenue Funds ..... \$994,839.34  
Tax Increment District Fund..... \$0.00  
Trust and Agency Funds ..... \$150,072.44  
Total ..... \$3,923,337.57

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Phyllis Barker 446.52 travel; Douglas County Memorial Hospital 3000.00 prof fees; Election Systems & Software 965.54 supplies; Jessica Goehring 403.17 travel; Kim Huebner 68.00 travel; Dan Koedam 86.00 travel; Carolyn Lau 434.60 travel; Marlin Maas 599.99 travel; Mid-American Research Chemical 330.37 supplies; Marshall & Swift/Boeckh 1649.90 prof fees; Nextraq 92.00 utilities; Office Products Center 131.58 supplies; Lori Sparks 433.30 travel; Jerod Star 86.00 travel; Jay Vandenhoeck 184.90 travel; Jim Werkmeister 393.30 travel; Wilson’s True Value 68.42 supplies.

ROAD AND BRIDGE FUND

C&B Operations 43.60 repairs; Commercial Asphalt Company 1,293,476.30 overlay projects; Corsica Hardware 18.17 supplies; ECONO Signs 721.41 repairs; Nextraq 132.65 utilities; Northwestern Energy 133.24 utilities; Office Products Center 27.88 supplies; SDLTAP 125.00 conference; Wilson’s True Value 30.40 supplies.

EMERGENCY MANAGEMENT FUND

Pat Harrington 247.14 travel.

ADJOURNMENT

At 12:35 p.m., a motion was made by Werkmeister, seconded by Koedam to adjourn until 9:00 a.m. on Tuesday, October 1, 2024. All members voted in favor of this action; motion carried.

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

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