

Douglas County Commissioner Meeting Minutes
December 17, 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, December 17, 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 DEPARTMENT

Callie Nichols, Highway Superintendent, met with the Board to update them on her department. Nichols presented an application for the Bridge Improvement Grant. A motion was made by Koedam and seconded by Maas to introduce the following resolution:

RESOLUTION #2024-11
RESOLUTION AUTHORIZING SUBMISSION OF APPLICATIONS

WHEREAS, Douglas County wishes to submit an application for consideration of award for the Bridge Improvement Grant Program:

STRUCTURE NUMBER AND LOCATION: Str No. 22-188-160- Douglas County. 8.2 miles west of Delmont, SD on 284th St over a branch of Choteau Creek.

and WHEREAS, 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 submitted by Douglas County.

Dated at Armour, SD, this 17th day of December, 2024.

Voting Aye: Star, Koedam, Werkmeister, Maas and Sparks. Voting Nay: None. Absent: none.

Signed: _____
Lori Sparks, Chairperson

Attest: _____
Phyllis Barker, Auditor

EXECUTIVE SESSION

At 9:54 a.m. a motion was made by Maas and seconded by Werkmeister to enter executive session to discuss personnel. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 10:03 a.m. with the following action taken:

A motion was made by Koedam and seconded by Werkmeister to hire Ernie Dufek as a full-time Highway Maintenance Employee at a rate of \$22.50 per hour with a review after the completion of a six-month probation, and to hire Joe Brenner as a part-time/seasonal (no benefits) Highway Maintenance Employee at a rate of \$24.00. All members voted in favor of this action motion carried.

SHERIFF'S OFFICE

Michael Pettit, with Access Granted, and Sheriff Lau met with the Board to discuss the Sheriff's Office computers and software. Discussion was held regarding the requirements set forth by the federal government for the sheriff's department. No action was taken at this time.

4-H EXTENSION/ WEED AND PEST

Kim Klein, 4-H Extension Director and Weed and Pest Secretary, met with the Board to update them on her departments. Klein will be hosting two Private Applicator Testing Webinar Courses in 2025. For more information, contact the Extension Office.

The Weed and Pest Department would like to purchase a new tank for the spray truck. Motion was made by Star and seconded by Werkmeister authorizing the Weed and Pest Board to purchase a 3250 Gallon Ace Roto-Mold Elliptical Leg Tank for \$9,360.00 for the spray truck. All members voted in favor of this action; motion carried.

Klein presented a letter on behalf of Jefferson Grosz rescinding his resignation from the position of Weed and Pest Supervisor. Discussion was held with no action taken.

OTHER BUSINESS

Motion was made by Star and seconded by Werkmeister authorizing the payout of Josh Knodel and Robert Reinfeld's vacation and sick leave benefits with December payroll. All members voted in favor of this action; motion carried.

A motion was made by Koedam and seconded by Maas to approve the Tessier's Contract for Boiler Maintenance through 2025. All members voted in favor of this action; motion carried.

A motion was made by Maas and seconded by Werkmeister to advertise for part-time custodial help. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion made by Star and seconded by Werkmeister to enter executive session to discuss personnel at 11:49 a.m. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 11:57 a.m. with no action taken at this time.

The Board recessed for the County Holiday Luncheon at 11:58 a.m. and re-convened at 12:45 p.m.

A motion was made by Star and seconded by Koedam to give John Engelland a one-time bonus of \$1,000.00 for the work he did above and beyond his job description on the courthouse flooring projects and the 4-H building flooring projects. All members voted in favor of this action; motion carried.

2025 WAGES

Auditor Barker presented wage projections for 2025 at 3% and 5% as requested by the board. Wages were reviewed with no action taken at this time.

A motion was made by Werkmeister and seconded by Maas to approve the following changes to the Douglas County Personnel Policy:

- 1: All Douglas County employees will be transitioned to hourly status, with the exception of elected officials, Veterans Service Officer and Emergency Manager, who will remain salaried.

- 2: The Comp Time Policy (Section 506 (E)) is hereby removed from the County's Personnel Policy.

This motion is made in accordance with the Board's discretion and as a part of the ongoing efforts to ensure efficient and transparent management of County resources and will take effect December 26, 2024. All members voted in favor of this action; motion carried.

AUTOMATIC BUDGET SUPPLEMENT

A motion was made by Star and seconded by Maas to adopt an automatic supplemental budget pursuant to SDCL 7-21-32.1 for reimbursements for unanticipated expenditures:

Expenditure: County Extension Supplies & Materials: 101-611-426: \$944.40
Means of Finance: General Fund; Contributions and Donations: 101-0-365: \$1,000.00

Expenditure: Weed and Pest Supplies & Materials: 101-615-426: \$25,110.00
Means of Finance: General Fund; Weed and Pest Grant: 101-0-348.11: \$5,700.00

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

CONTINGENCY TRANSFER

A motion was made by Maas and seconded by Werkmeister, to introduce the following resolution. All members voted in favor of this action. Motion carried.

**RESOLUTION #2024-12
TRANSFER FROM CONTINGENCY FUND**

WHEREAS, insufficient appropriation was made in the 2024 adopted budget for the following department to discharge just obligations of said appropriations; and
WHEREAS, SDCL 7-21-32.2 provides that the transfers be made by resolution of the board from the contingency appropriation established pursuant to SDCL 7-21-6.1 to other appropriations;
THEREFORE BE IT RESOLVED that the appropriation be transferred from the contingency budget (101-112-429) to the following department budgets:
101-130-422.10 (Court Appointed Attorney Fees) in the amount of \$14,000.00
101-215-422 (Juvenile Detention) in the amount of \$29,000.00

EXECUTIVE SESSION

A motion was made by Maas and seconded by Werkmeister to enter executive session to discuss personnel at 1:57 p.m. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 2:40 p.m. with no action taken at this time.

CORRESPONDENCE

An email from Kris Jacobson, SDACC Director, was read by the Board regarding the combining of offices with adjoining counties. No action was taken at this time.

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: November 2024

Checking Accounts	\$1,002.43
Cash on Hand.....	\$970.30
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$33,134.32
Money Market Investments.....	\$3,271,773.00
Certificate of Deposits	\$400,000.00
Total	\$3,707,280.05

FUND BALANCE

General Fund	\$2,853,564.23
Special Revenue Funds	\$397,991.58
Tax Increment District Fund.....	\$12,777.46
Trust and Agency Funds	\$442,946.78
Total	\$3,707,280.05

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Agland Coop 509.58 gas/repairs; City of Armour 137.50 utilities; Armour Dray 60.00 utilities; Phyllis Barker 61.60 reimb; C&B Operations 485.46 repairs; Cardmember Services 112.97 prof fees/ supplies; Charles Mix Co. Sheriff’s Office 540.00 prof fees; Darrington Water 56.00 supplies; DCMH 750.00 prof fees; Mitch DeLange 255.00 repairs; Douglas Electric Coop 78.50 utilities; Keith Goehring 384.28 prof fees; H&H Electric 296.45 repairs; Independent Viking Glass 3471.76 repairs; Jack’s Uniforms 203.84 clothing; Kimberly Klein 29.58 supplies; Krull’s Market 216.87 supplies; Legacy Building Supply 4395.60 repair; Lewis and Clark Behavioral Health Services 225.00 prof fees; McLeod’s 143.60 supplies; Microfilm Imaging 100.00 rental fees; Northwestern Energy 102.65 utilities; Office Products Center 346.34 supplies; Craig Parkhurst 521.65 supplies; Petty Cash 669.42 postage; SDACC 1163.00 CLERP.

ROAD AND BRIDGE FUND

Agland Co-op 502.50 supplies; City of Armour 63.00 utilities; Armour Dray 70.00 utilities; C&B Operations 10,503.72 supplies; Douglas Electric Coop 61.92 utilities; Fousek Truck Services 3240.54 repairs; Steve Harrington 149.13 clothing; Jacob Horstman 14.99 clothing; Northwestern Energy 102.65 utilities; Office Products Center 6.58 supplies; Petty Cash 1.77 postage; RDO Equipment 1651.87 repairs; SD Federal Property 1601.00 equipment/ supplies; Richard VanderPol 50,000.00 gravel royalties; Vogt’s Repair 131.06 supplies; Werk Weld Inc. 10.56 supplies.

EMERGENCY MANAGEMENT FUND

AT&T Mobility 32.18 utilities; Petty Cash 73.00 postage.

MODERNIZATION AND PRESERVATION FUND

Microfilm Imaging Systems 225.50 rental fees.

ADJOURNMENT

At 2:43 p.m. a motion was made by Werkmeister and seconded by Maas to adjourn until the next meeting to be held at 2:00 p.m. on December 27, 2024. All members voted in favor of this action; motion carried.

SIGNED: _____

Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____

Phyllis Barker, Auditor