

DOUGLAS COUNTY COMMISSIONERS
JANUARY 7, 2025

The Board of County Commissioners met in regular session at the courthouse in Armour, SD at 9:00 a.m. on January 7, 2025. Members present were Dan Koedam, Marlin Maas, Lori Sparks, Jerod Star and Jim Werkmeister. Auditor Phyllis Barker was also present. Auditor Barker called the meeting to order. The pledge of allegiance was recited.

OATH OF OFFICE- COMMISSIONER DISTRICT 2

Auditor Barker administered the Oath of Office to Jerod Star for his 4-year term as Commissioner of District 2.

OATH OF OFFICE- COMMISSIONER DISTRICT 4

Auditor Barker administered the Oath of Office to Jim Werkmeister for his 4-year term as Commissioner of District 4.

ORGANIZATION OF COUNTY BOARD

The Auditor called for nominations for Chairperson of the Board for the year 2025.

A motion was made by Maas to nominate Lori Sparks to serve as Chairperson for 2025 with Koedam seconding the motion.

Sparks motioned to nominate Jim Werkmeister to serve as Chairperson for 2025, Koedam seconded the motion and moved for nominations cease. The following votes were recorded:

Star: Sparks; Koedam: Sparks; Werkmeister: Sparks; Maas: Sparks; Sparks: Werkmeister.

Lori Sparks was declared Chairperson for 2025. Motion carried.

The Auditor called for nominations for Vice-chairperson for 2025.

A motion was made by Star to nominate Jim Werkmeister to serve as Vice-Chairman for 2025. Maas seconded the motion.

A motion was made by Werkmeister to nominate Jerod Star as Vice-Chairman for 2025. Sparks seconded the motion and moved for nominations to cease. The following votes were recorded:

Koedam: Werkmeister; Werkmeister: Star; Maas: Werkmeister; Sparks: Star; Star: Werkmeister. Jim

Werkmeister was declared the Vice-Chairperson for 2025. Motion carried.

APPROVAL OF AGENDA

Chairperson Sparks took control of the meeting and asked for approval of the agenda. Motion was made by Koedam and seconded by Werkmeister to adopt the agenda. All members voted in favor of this action; motion carried.

HIGHWAY DEPARTMENT

Callie Nichols, Highway Superintendent, met with the Board to present the township applications for Rural Access Infrastructure Grant Funding. Nichols explained that the county was awarded \$130,756.20 in funding to disperse between the townships within the county that have structures in need of replacement that have met the parameters of the grant for 2025. The grant requires the township to pay 20% of the project cost, with the grant funding covering the remaining 80%. Of the 14 townships within Douglas County, Belmont, Chester, East Choteau, and Washington submitted applications for a total of \$119,678.77. Discussion was held.

Upon recommendation of the Highway Superintendent, based on severity of the projects, a motion was made by Maas and seconded by Star to approve the following applications for Rural Access Infrastructure Grant Funding for 2025: Belmont Township for a total of \$52,405.60 in grant funding, Chester Township for a total of \$14,400.00 in grant funding, East Choteau Township for a total of

\$16,650 in grant funding and Washington Township for total of \$36,223.17 in grant funding. All members voted in favor of this action; motion carried.

FAIRBOARD

Bart Laber submitted his resignation from the Fair Board effective December 31, 2024. A motion was made by Werkmeister and seconded by Maas to accept the resignation from Laber and thank him for his 33 years of service. All members voted in favor of this action; motion carried.

CONNECTING POINT

A quote from Connecting Point for an extended warranty on the county server was reviewed by the Board. Discussion was held with no action taken.

EXECUTIVE SESSION

At 10:55 a.m. a motion was made by Werkmeister and seconded by Maas to enter executive session to discuss a personnel matter. All members voted in favor of this action; motion carried. At 11:35 a.m. Chairperson Sparks declared the meeting back to open session with no action taken at this time.

2025 BEGINNING OF THE YEAR BUSINESS:

MEETING DATES:

A motion was made by Koedam and seconded by Star that the Douglas County Commissioner's meetings be held at 9:00 a.m. on the first and third Tuesday of each month and all other meetings as deemed necessary. Informational meetings specifically for public input will also be held in the evenings if enough public interest is shown. All Board members voted in favor of this action; motion carried.

2025 DOUGLAS COUNTY REORGANIZATION OF BOARDS, EMPLOYMENT, EXPENSES AND RATES

COMMISSIONER COMMITTEES AND BOARDS:

Fair Board	1 st Tuesday QTRLY	Lori Sparks
Legislative Resource	During Legislative Session	Auditor
Park Board	As Needed	Marlin Maas and Jerod Star
Planning Dev. District III	2 nd Wednesday MONTHLY	Lori Sparks
Rural Office Comm. Serv.	Date Determined at Meeting	Barb Mills
Weed Board	Last Monday MONTHLY	Dan Koedam
Soil Conservation	4 th Monday MONTHLY	Jim Werkmeister
Randall RC&D Council	Last Thursday MONTHLY	Lori Sparks
Solid Waste Disposal	2 nd Tuesday MONTHLY	Jim Werkmeister & Jerod Star
Enhanced 911	Meetings as Needed	Lori Sparks
Alcohol/ Drug Center	Meetings as Needed	Marlin Maas
Planning/Zoning	2 nd Thursday MONTHLY AS NEEDED	Dan Koedam & Jerod Star
LEPC	MONTHLY	Lori Sparks & Dan Koedam

COURTHOUSE HOURS AND HOLIDAYS

Courthouse hours shall be from 8:00 a.m. to 12:00 noon and from 12:30 p.m. to 4:30 p.m. for all offices. The Veterans Service Office and the Food Pantry shall be open as posted on the door. A telephone answering system and a sign on the door is to be used if an office is not open.

Department heads shall assume personal financial responsibility for overtime work done by their staff, unless prior authorization is approved by the County Commissioners or the Department Head. Douglas County will observe holidays as listed in Section 505 of the County Personnel Handbook.

RESTRICTED SPENDING

The Commissioners request that all department heads consult with the Board of County Commissioners before making any budget purchases other than normal salaries and supply expenditures exceeding \$500.00 and \$5000.00 for the Highway Department. This is to ensure tighter control of budget spending to protect the county reserve funds to better the county financial situation.

FIXED ASSEST POLICY

Capital assets with dollar values over \$1,000 will be recorded and maintained by the Auditor's Office. Individual departments will be responsible for inventory of all public property worth \$100-\$999 with a useful life of one year or more. The departments listing of assets will be provided to the Auditor's Office by the first week after the end of the year being December 31st every year. The Auditor's Office will be responsible for keeping record of all firearms and computers in addition to the individual department's records of these items.

COUNTY AUTHORIZATION FOR EMPLOYMENT

Patrick Harrington was re-appointed as the Emergency/Disaster Director for 2025.

Motion was made by Koedam and seconded by Maas to approve all appointments, hours, holidays, and spending procedures. All members voted aye; motion carried.

In compliance with SDCL 7-7-20, it is deemed necessary for the prompt and accurate dispatch of business that the following be employed:

AUDITORS OFFICE: One full-time Deputy. One part-time Deputy not to exceed 180 hours annually for elections, vacation and/or sick leave.

CORONER: Two part-time Deputies, as needed.

COUNTY PROPERTY CUSTODIAL: One full-time Custodian. As needed part-time Custodian for vacation and/or sick leave.

DIR. OF EQUALIZATION OFFICE: One full-time Deputy Director of Equalization not to exceed 2080 hours annually. One part-time Clerk not to exceed 50 hours annually.

EMERGENCY AND DISASTER: One part-time Director.

4-H/ EXTENSION DIRECTOR/WEED AND PEST OFFICE: One full-time Office Manager not to exceed 2080 hours annually. One Weed and Pest Supervisor not to exceed 200 hours annually.

HIGHWAY OFFICE: One full-time Office Manager not to exceed 2080 hours annually. Five full-time Highway Maintenance employees.

PARK: One part-time Caretaker, as needed.

REGISTER OF DEEDS OFFICE: Two part-time Deputies for vacation and/or sick leave not to exceed 2080 hours combined between the two.

TREASURERS OFFICE: One full-time Deputy. One part-time Deputies not to exceed 180 hours annually.

SHERIFF DEPARTMENT: Three full-time Deputies. One part-time Deputy. One Administrative Assistant not to exceed 24 hours weekly.

STATES ATTORNEY OFFICE: One part-time Deputy.

APPOINTMENT OF BOARD AND COMMITTEES

The following persons are appointed to serve on the various Boards and Committees for Douglas County:

LOCAL EMERGENCY PLANNING COMMITTEE: (Annual appointment) – Emergency Management Director; Fire Chiefs--Armour, Corsica, Delmont; Law Enforcement; Callie Nichols and Commissioners (2) for 2025- Lori Sparks and Dan Koedam.

FAIR BOARD: (Two Year Appointment, even year= Dist. 2 &4 Odd years= Dist. 1,3, & 5) - Dist. #1- Aaron Lau, Dist. #2-Trent Wright, Dist. #3-Dwayne Werkmeister, Dist. #4-Mira Leonard, Dist. #5- VACANT, and Commissioner (1) for 2025- Lori Sparks

PLANNING & ZONING BOARD: (Three-year terms, other than annual for commissioners) Kevin Lefers-Dist.1 (term will expire 2028), Jay Spaans -Dist.2 (term will expire 2028), Mark Fuoss Dist. 3 (term will expire 2027), Gregg Olawsky-Dist. 5 (term will expire 2026), Jordan Reimnitz- At-Large (term will expire 2026) and Commissioners (2) for 2025-Dan Koedam and Jerod Star.

WEED AND PEST CONTROL: (Three-year appointments) - Area 1–Mitch DeLange (term will expire in 2028) Area 2–Erik VandenHoek (term will expire in 2026), Area 3–John D. Brenner (term will expire in 2028), Area 4–Mark Neugebauer (term will expire 2026), Area 5– Mark Heisigner (term will expire 2027), Area 6–Garry D. Bultje (term will expire in 2027), Commissioner (1) for 2025- Dan Koedam.

MENTAL ILLNESS BOARD: (Three-year appointment) - Attorney Keith Goehring, Chairperson (Appointed by Judge), and Judge Donna Bucher, Alternate Chairperson (Appointed by Presiding Judge) Board Members: Vice-Chairman of Commissioners as alternate member (Werkmeister for 2025).

BOARD OF APPRAISERS: Callie Nichols and all Commissioners other than Chairperson.

DESIGNATION OF OFFICIAL NEWSPAPERS, LOCATION SITES AND DEPOSITORY BANKS

A motion was made by Star and seconded by Werkmeister to designate the Armour Chronicle and Corsica Globe as official county newspapers. The bulletin board in the second-floor lobby of the courthouse as the official bulletin board. The west front door of the courthouse as the location of Chattel Mortgage Foreclosure Sales. Bank West-Armour, Bank West-Delmont and BMO-Corsica as depository banks; with Bank West-Armour as the active depository. All members voted in favor of this action; motion carried.

INVESTMENT POLICY

1. POLICY

Pursuant to SDCL 4-5-8 it is the policy of Douglas County, South Dakota to invest idle public funds in a manner to meet the daily cash flow demands of the County with the primary objectives, in priority order, being: a) Safety b) Liquidity and c) Return.

2. DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Treasurer, who shall refrain from personal business activity that could impair his/her ability to make impartial decisions. The Treasurer acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. In case of extended leave of absence, the Governing Board shall appoint a replacement Officer.

3. AUTHORIZED FINANCIAL DEALER AND INSTITUTIONS

The Governing Board authorizes the placement of cash resources in the following financial institutions:

- BMO Bank, 135 Main Street, Corsica SD
- Bankwest, PO Box 610, Armour SD

4. AUTHORIZATION AND SUITABLE INVESTMENTS

The Douglas County Treasurer is empowered by statute to invest in the following types of securities:

- Interest bearing checking accounts
- Certificates of Deposit (CDs) (SDCL 4-5-6)*
- Money Market Mutual Funds – open-end, no-load (SDCL 4-5-6)

*When investing in Certificates of Deposit (CDs) public funds will be invested at the highest rate of interest possible after attempting to secure two (2) quotes.

5. COLLATERALIZATION

In accordance with the SDCL 4-6A.6A, 51A-10-9 Qualified Public Depositories will furnish collateral in the sum equal to one hundred percent (100%) of the public deposit accounts that exceed deposit insurance. The financial institution shall submit a copy of their collateralization report to the Treasurer.

6. INTEREST EARNED

The interest from investments shall be credited to the respective fund, except Agency funds, (SDCL 4-5-9)

7. DIVERSIFICATION

It is the policy of the Douglas County Treasurer's Office to reduce overall risks while attaining average market rates of return by diversifying its investments.

- Investment maturities will be staggered in such a manner that all investments will not come due at the same time.

- At least 10% of the investable funds shall be accessible for use by the County in one day's notice.

INDIGENT BURIAL RATES

The county will pay \$1, 500.00 for service, outside container and casket (less benefits i.e.: Veterans, Social Security, etc.); Cemetery space and digging grave, actual cost; Established rate for mileage, outside of county; Marker, actual cost, not to exceed \$200.00; \$1,500.00 for cremation in lieu of burial plus mileage. Deceased indigent must have been a legal resident of Douglas County. Rates will apply to resident indigent buried in Douglas or adjoining counties.

PRE-AUTHORIZATION FOR MEETING EXPENSES

A motion was made by Maas and seconded by Star to approve attendance for the following meetings. All members voted in favor of this action; motion carried.

STATE CONVENTION – Commissioners, Auditor, Register of Deeds, Treasurer, & Highway Supt.

QTLY. DISTRICT MEETINGS – Commissioners, Auditor, Register of Deeds, Treasurer, Director of Equalization, Highway Superintendent

WELFARE OFFICIAL QTLY. DISTRICT MEETINGS- Welfare Director

ANNUAL SCHOOL, ANNUAL CONFERENCE, DISTRICT IV, SOUTHEAST COUNTY MEETINGS- Director of Equalization

SHORT COURSE- Highway Superintendent

ANNUAL CONFERENCE AND MEETINGS CALLED BY THE ATTORNEY GENERAL – Sheriff and States Attorney

SPRING WORKSHOPS/NEW OFFICIALS WORKSHOP- Commissioners, Auditor, Register of Deeds, Treasurer, and Director of Equalization

MSHA REFRESHER COURSE- Highway Maintenance Personnel

SOFTWARE MEETINGS- Auditor, Treasurer, Director of Equalization, Highway Supt.

REIMBURSEMENT FOR EXPENSES

Motion was made by Star and seconded by Maas authorizing the following reimbursement rates for expenses. All members voted in favor of this action; motion carried.

Reimbursement for expenses incurred by county personnel when attending meetings, workshops or conducting business on behalf of Douglas County; however, no charge for expenses shall be a charged against the county unless authorized and approved by the county commissioners before incurring for which the claim is made. Claims for lodging expenses must be supported by receipts verifying such expenditures.

	IN STATE	OUT OF STATE
Mileage	.67	.67
Breakfast	12.00	12.00
Lunch	18.00	18.00
Dinner	28.00	28.00

DOUGLAS COUNTY PAYROLL

A motion was made by Maas and seconded by Koedam that the following salaries and wages for 2025 of all officers and employees of Douglas County be published in compliance with SDCL 6-1-10. With Star abstaining, all other members voted aye. Motion carried.

COMMISSIONERS:

Marlin Maas	District #1	\$13,800.00 per year
Jerod Star	District #2	\$13,800.00 per year
Lori Sparks (Chair)	District #3	\$16,800.00 per year
Jim Werkmeister	District #4	\$13,800.00 per year
Dan Koedam	District #5	\$13,800.00 per year
Phyllis Barker	Commission Assistant	\$4,000.00 per year

ELECTED OFFICIALS:

Christine Lau	Sheriff	\$65,000.00 per year
Craig Parkhurst	States Attorney	\$56,700.00 per year
Phyllis Barker	Auditor	\$60,900.00 per year
Carolyn Lau	Treasurer	\$56,700.00 per year
Kim Huebner	Register of Deeds	\$56,700.00 per year

AUDITOR OFFICE:

Melissa Bowers	Deputy Auditor	\$20.47 per hour
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DIRECTOR OF EQUALIZATION OFFICE:

Jessica Goehring	Director	\$27.26 per hour
Angela Magnuson	Deputy Director	\$20.47 per hour

DRAINAGE:

Phyllis Barker	Administrator	\$4,000.00 per year
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EMERGENCY/DISASTER OFFICE:

Pat Harrington	Director	\$26,250.00 per year
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4-H/EXTENSION/WEED AND PEST OFFICE:

Kimberly Klein	4-H Director/ W&P Sec.	\$24.00 per hour
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HIGHWAY DEPARTMENT:

Callie Nichols	Superintendent	\$25.96 per hour
Steven L. Harrington	Shop Foreman	\$27.75 per hour
Terry Van Zee	Maintenance	\$26.00 per hour
David Abbott	Maintenance	\$25.00 per hour
Jacob Horstman	Maintenance	\$23.00 per hour
Ernie Dufek	Maintenance	\$22.50 per hour

PARK DEPARTMENT:

Park Caretaker	Care Taker	\$4,500.00 per season
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WEED AND PEST DEPARTMENT:

Michael Maas	Supervisor	\$29.40 per hour
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PLANNING AND ZONING / E-911:

Jessica Goehring	E-911 addressing	\$250.00 per year
Jessica Goehring	Zoning Administrator	\$3,500.00 per year
Phyllis Barker	Recording Secretary	\$750.00 per year

REGISTER OF DEEDS OFFICE:

Roxane Wentz	Deputy	\$20.47 per hour
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TREASURERS OFFICE:

Roxanne Steburg	Deputy	\$20.47 per hour
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CORONER CALLS:

Christine Lau	Coroner	\$100.00 per call
Deputies	Deputy Coroner	\$100.00 per call

PROPERTY MAINTENANCE:

John L. Engelland	Custodian	\$27.26 per hour
As Needed (Sick Leave/Vacation)	Custodial	\$22.00 per hour

SHERIFF DEPARTMENT:

Scott Powers	Chief Deputy	\$25.48 per hour
Phillip Lane	Deputy	\$24.28 per hour
Certified Part-Time Deputies	As Needed	\$25.50 per hour
Roxane Wentz	Clerical	\$20.47 per hour

TAX SPLITS

Jessica Goehring		\$2,500.00 per year
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OFFICES NEEDING EXTRA CLERKS:

Clerks	As Needed	Wage Negotiable
Kathy Lau	As Needed	\$20.00 per hour

VETERANS SERVICE OFFICE:

Jay Vanden Hoek	Service Officer	\$12,600.00 per year
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WELFARE OFFICIAL

Phyllis Barker	Director	\$1,500.00 per year
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AMBULANCE:

EMT's		\$37.80 per hour
EMR		\$33.60 per hour
Drivers		\$27.30 per hour

BOARD MEMBERS:

Weed/Pest Board	Members	\$85.00 per meeting
Planning/Zoning Board	Members	\$85.00 per meeting
All Other Boards	Members	\$65.00 per meeting

MENTAL ILLNESS BOARD:

Keith Goehring Chairperson \$80.00 per hour

AMBULANCE PERSONNEL:

Armour EMT: Nicole Neugebauer, Pat Harrington, Blake Ligtenberg, Dwight Brenner, Heather Fechner, Ashley Love, Kristina Ymker, Wes Will. Drivers: Jay Spaans, Ray Bigge, Hope Neugebauer, Jordan Mulder and Adam Bagent.

Corsica: Joy Blom, Londa Vanden Hoek, Kathy Zomer, Troy Strid, Pat Dockendorf, Wendy Barse, Devin Veurink, Jennifer Johnson, Lashell Menning, Diane Niewenhuis, and Laura Woerner.

2025 RENTAL RATES FOR COUNTY EQUIPMENT:

A motion was made by Koedam and seconded by Maas to adopt the following rental rates for 2025. All present voted in favor of this action; motion carried.

2025 RENTAL RATES FOR COUNTY EQUIPMENT (TOWNSHIPS AND MUNICIPALITIES, ONLY) As of January 7, 2025

(One-half hour minimum on all equipment, emergency use allowed only)

Table with 2 columns: Equipment description and Rental rate. Items include Maintaining Township Roads with motor grader (\$190.00), Other work with motor grader (\$200.00), Snow plowing with motor grader v-plow & wing (\$210.00), Truck 12 yard (\$150.00), Truck with one-way plow (\$165.00), Front End Loader (\$200.00), Front End Loader with Snow Blower (\$225.00), Front End Loader with V-Plow (\$200.00), Brush Chipper (\$150.00), and Backhoe (\$200.00).

The above rates are for the piece of equipment and the operator only; any additional labor is at the direct and indirect rates of each individual employee. The above rates will be increased \$25.00 per hour for Saturday, Sunday, or Holiday work and any hours before 8:00 a.m. or after 4:30 p.m. on all other days. Douglas County will NOT load gravel for private individuals. Excise tax of 2% will be added to all applicable invoices.

ADJOURNMENT

At 12:29 p.m. a motion was made by Star and seconded by Maas to adjourn until the next meeting to be held at 9:00 a.m. on January 21, 2025. All members voted in favor of this action; motion carried.

SIGNED: _____ Lori Sparks, Chairperson Board of County Commissioners

ATTEST: _____ Phyllis Barker, Auditor