

Douglas County Commissioner Meeting Minutes
February 18, 2025

PURSUANT TO ADJOURNMENT The Board of County Commissioners met at the Douglas County Courthouse in Armour, SD at 9:00 a.m. on Tuesday, February 18, 2025. 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 agenda. All members voted in favor of this action; motion carried.

APPROVAL OF MINUTES

A motion was made by Maas and seconded by Star to approve the minutes from the January 7th and 21st meetings. All members voted in favor of this action; motion carried.

DELMONT SHOP

Auditor Barker presented a revised lease for the county shop in Delmont, that is currently being leased by the Town of Delmont. Discussion was held with no action taken at this time.

OPERATING TRANSFER

Motion was made by Werkmeister and seconded by Maas authorizing the auditor to make an operating funds transfer of \$250,000 from the General Fund Cash Balance to the Highway Cash Balance, \$81,850 from General Fund Cash Balance to the E911 Fund Cash Balance, and \$42,000 from the General Fund Cash Balance to the Emergency Management Fund Cash Balance as budgeted for 2025. All members voted in favor of this action; motion carried.

CAMPGROUND

Camping rates at the Douglas County Recreation Area for the 2025 season were discussed by the Board. A motion was made by Star and seconded by Koedam to increase the nightly rate of stay at the Douglas County Recreation Area to \$25.00 per night, due to increased upkeep and utility costs. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Star and seconded by Werkmeister to enter executive session at 9:44 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 10:00 a.m. with no action taken.

BID LETTING

At the advertised time of 10:00 a.m., the sealed bids for the 2025 County Highway Projects were opened and reviewed by the Board and Callie Nichols, Highway Superintendent.

OVERLAY PROJECTS

1) Project #25-1 Road 23-1: Project #25-1 is a 1", 1 ½" or 2" overlay, located on county road 379th Ave from 273rd Street North to 268th Street. Approx. 5.25 miles, 24' wide.

BIDS:

Commercial Asphalt 25254 413th Ave., Mitchell, SD 57301: \$110.00 per ton for a total cost of \$693,000.00 for one and a half inch overlay.

A motion was made by Maas and seconded by Werkmeister to accept the sole bid from Commercial Asphalt for Overlay Project #25-1 for 2025. A roll call vote was taken with the following votes recorded: Voting 'aye': Star, Koedam, Werkmeister, Maas and Sparks. Voting 'nay': none. Motion carried.

CHIP-SEAL PROJECTS

Project #1-25 Road 580-5; 3 miles

Project #2-25 Road 500-3; 2 miles

Project #3-25 Road 3-4, 3-5; 3.5 miles

BIDS:

The Road Guy: 3206 E Highway 50, Yankton, SD 57078: \$2.56 per square yard for total of \$306,380.80 for all three projects.

Bituminous Paving Inc.: PO Box 6, Ortonville, MN 56278: \$2.38 per square yard for total of \$284,838.40 for all three projects.

Midwest Coatings: 1425 280th St, Modale, IA 51556: \$2.83 per square yard for total of \$338,694.40 for all three projects.

Asphalt Surface Technologies Corporation: PO Box 1025, St. Cloud, MN 56302: \$2.59 per square yard for total of \$309,971.20 for all three projects.

A motion was made by Star and seconded by Koedam to approve the low bid from Bituminous Paving Inc. for Project #1-25, #2-25 and #3-25. A roll call vote was taken with the following votes recorded: Voting 'aye': Koedam, Werkmeister, Maas, Star and Sparks. Voting 'nay': none. Motion carried.

EXECUTIVE SESSION

A motion made by Koedam seconded by Star to enter exec session at 10:45 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 11:03 a.m. with no action taken at this time.

EXECUTIVE SESSION

A motion was made by Werkmeister and seconded by Star to enter executive session at 11:09 a.m. to discuss personnel matters. Chairperson Sparks declared the meeting back to open session at 11:47 a.m. with the following action taken:

A motion was made by Star and seconded by Werkmeister to hire Blake Ligtenberg as a part-time Custodian for up to 20 hours per week at a rate of \$22.00 per hour effective immediately. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Werkmeister and seconded by Maas to enter executive session at 11:51 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 with no action taken at 12:30 p.m.

POLICY

Auditor Barker brought forth different policy options for the Board's review regarding the Sheriff's Department hours, overtime compensation and holiday pay. Discussion was held. A motion was made by Koedam and seconded by Werkmeister to adopt the following policy into the Douglas County Personnel Policy Manual. This policy will supersede any previous motions made. All members voted in favor of this action; motion carried.

ADDITION TO SECTION 501: WORKDAY AND WORK WEEK

The Sheriff's Department shall remain open for twenty-four hours per day.

Deputy Sheriffs are on a 28-day overtime period. Beginning at 12:01 A.M. on Tuesday February 18, 2025, they will be compensated at time and one-half after working 171 hours in the 28-day overtime period in accordance with the Fair Labor Standards Act.

The Sheriff shall approve all overtime prior to the occurrence. The Sheriff shall flex time within the pay period to ensure that overtime is minimal.

Deputy Sheriffs required to be on call will be compensated at a rate of \$1.50/per hour for all on call hours.

Deputy Sheriffs scheduled to work on a holiday as defined in section 505, will be compensated \$15.00 per hour for hours *physically worked*, in addition to their regular wage. Holiday compensation will not be granted for on-call hours. The holiday will begin at 12:01 a.m. and end at 11:59 p.m. for scheduling purposes.

Vacation leave, sick leave, holiday hours, on-call hours, military leave and any other paid leave time will not be counted towards overtime pay. Leave hours will be counted as regular pay as they do not account for actual 'work time' used in overtime calculation.

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FEES REPORT (January 2025)

Register of Deeds Fees: \$3,393.00

Clerk of Courts Fees: \$3093.50

AUDITORS ACCOUNT WITH THE COUNTY TREASURER: January 2025

Checking Accounts	\$1,729.04
Cash on Hand.....	\$500.00
Petty Cash.....	\$400.00
Un-deposited receipts.....	\$21,001.74
Money Market Investments.....	\$3,042,649.00.00
Certificate of Deposits	\$400,000.00
Total	\$3,466,279.78

FUND BALANCE

General Fund	\$2,507,004.52
Special Revenue Funds	\$574,244.69
Tax Increment District Fund.....	\$113.96
Trust and Agency Funds	\$384,916.61
Total	\$3,466,279.78

CLAIMS

The following claims were approved for payment:

GENERAL FUND

Corsica Travel Plaza 126.30 gas; Jessica Goehring 126.14 travel; Kim Huebner 18.00 travel; Mid American Research Chemical 157.53 supplies; Office Products Center 984.19 supplies; Tessiers Inc. 1387.50 repairs; Two-Trees Technologies 1479.45 prof fees.

ROAD AND BRIDGE FUND

Two-Trees Technologies 250.98 prof fees.

EMERGENCY MANAGEMENT FUND
Two-Trees Technologies 155.62 prof fees.

ADJOURNMENT

At 12:36 p.m. a motion was made by Maas and seconded by Star to adjourn until the next meeting to be held at 9:00 a.m. on March 4, 2025. All members voted in favor of this action; motion carried.

SIGNED: _____

Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____

Phyllis Barker, Auditor