

Douglas County Commissioner Meeting Minutes
December 2, 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, December 2, 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 Werkmeister and seconded by Star to adopt the amended agenda. All members voted in favor of this action; motion carried.

TAX DEED SALE

Motion was made by Star and seconded by Werkmeister to approve the following sales from the tax deed sale:

-Parcel #1772: Lot A in E2 SW4 Section 11, T100N, R62W, Douglas County, SD. Commonly known as: 40228 269th St, Dimock, SD. Sold to the highest bidder, Josiah Fluit, for a total of \$64,000.00.

- Parcel #2696: N 16' Lot 11 & All Lot 12 blk 1, Original Town of Armour, Douglas County, SD. Commonly known as: 1010 Braddock Ave., Armour, SD. Sold to the highest bidder, Dwight Mills, for a total of \$31,000.00.

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

SHERIFF'S DEPARTMENT

Chris Lau, Sheriff, met with the Board to provide an update on her department. Sheriff Lau would like to renew the Hire Click subscription that she uses to post job openings within her department. A motion was made by Koedam and seconded by Maas authorizing the Sheriff to renew the Hire Click contract for advertising for employment needs. All members voted in favor of this action; motion carried.

A motion was made by Koedam and seconded by Werkmeister authorizing the Chairperson to sign the Prisoner Housing Agreement with Davison County for 2026 at a rate of \$105.00 per day. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Star and seconded by Maas to enter executive session pursuant to SDCL 1-25-2 (1) at 9:25 a.m. All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 9:33 a.m. with the following action taken:

A motion was made by Werkmeister and seconded by Maas to hire Joshua Knodel as a full time Sheriff's Deputy, upon recommendation of the Sheriff, at a rate of \$49,000.00 annually with an increase after the completion of a sixth-month probationary period. All members voted in favor of this action; motion carried.

FORMAL BUDGET SUPPLEMENT

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

RESOLUTION #2025-09
FOR SUPPLEMENTAL BUDGET

WHEREAS it is necessary to supplement the 2025 Annual Budget in order to carry on the indispensable functions of Douglas County; and

WHEREAS, the adoption of the proposed Supplemental Budget was duly considered by the Douglas County Commission on the 2nd day of December, 2025, at 9:30 a.m. in the Commissioners Chambers, pursuant to due notice;

now, therefore, be it RESOLVED by the Douglas County Commission that the following Supplemental Budget be, and the same is, hereby approved for the purpose of providing budget to conduct the indispensable functions of Government, to-wit:

GENERAL FUND:

Net Means of Finance:

General Fund Cash Balance: \$40,000.00

Appropriations:

Court Appointed Attorney Fees \$40,000.00

E911 FUND:

Net Means of Finance:

E911 Fund Cash Balance: \$1,000.00

Appropriations:

E911 System \$1000.00

APPROVED BY THE COUNTY COMMISSION:

SIGNED: _____
Chairperson

ATTEST: _____
County Auditor

A roll call vote was taken with the following votes recorded: Voting 'aye': Star, Koedam, Werkmeister, Maas and Sparks. Voting 'nay': none. Absent: none. Motion carried.

AUDITOR

Phyllis Barker, Auditor, met with the Board to review the Combined Elections Agreement for the County to combine elections with municipalities and schools within the County pursuant to SDCL 9-13-37, SDCL 13-7-10.3, and SDCL 12-2-5. The purpose of this agreement is for the parties to conduct their individual elections in one combine election to save tax dollars on the cost of individually conducted elections and to encourage a better voter turnout for all entities. Discussion was held. A motion was made by Werkmeister and seconded by Maas to approve this agreement to be presented to cities and schools within the County if they choose to combine their elections with the County. All members voted in favor of this action; motion carried.

HIGHWAY DEPARTMENT

Brad Ellwanger, Highway Superintendent, and Callie Nichols, Assistant Highway Superintendent, met with the Board to update them on their department. Ellwanger informed the Board that the culvert repairs approved at the November 4, 2025, meeting came in \$21,370.00 over the original quote due to one 50' culvert being left off the original quote. The Board approved the additional cost.

EXECUTIVE SESSION

A motion was made by Maas and seconded by Koedam to enter executive session at 9:55 a.m. pursuant to SDCL 1-25-2 (1). All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 10:01 a.m. with no action taken.

EMERGENCY MANAGEMENT

Pat Harrington, Emergency Manager, met with the Board to provide an update on his department. A motion was made by Werkmeister and seconded by Koedam accepting the Hazard Mitigation Grant Program Award and authorizing the Emergency Manager to sign the agreement. This grant will be used for updating the Douglas County Hazard Mitigation Plan. All members voted in favor of this action; motion carried.

SECURESD PROGRAM INITIATIVE

Auditor Barker presented information on the SecureSD program initiative that was established during the 2024 legislative session. The SecureSD program is designed to support cities and counties by providing technical assistance to reduce cybersecurity risks by performing assessments, offering a government level secure email system, delivering training and awareness programs for staff, and enhancing cybersecurity resilience through the implementation of best practices and security tools.

A motion was made by Koedam and seconded by Star authorizing the Chairperson to sign the Memorandum of Understanding between Dakota State University and Douglas County to protect and enhance the cybersecurity posture of the County through a government level secure email system. All members voted in favor of this action; motion carried.

VETERANS SERVICE OFFICER SALARY REIMBURSEMENT

Auditor Barker presented information to the Board regarding SDCL 33A-1-31 'State aid for salaries of County Veteran Service Officers (CVSO)- maximum reimbursement'. The Commission agreed to participate in the program. A motion was made by Star and seconded by Werkmeister authorizing the Chairperson to sign the Request for State Aid for Salary Reimbursement of County Veterans Service Officer for FY2026. All members voted in favor of this action; motion carried.

4-H/ EXTENSION

Kim Klein, 4-H Extension Director, met with the Board to discuss her department. The 2026 Memorandum of Understanding (MOU) between SDSU Extension and Douglas County for 4-H Extension services was reviewed by the Board. A motion was made by Star and seconded by Werkmeister authorizing the Chairperson to sign the MOU with SDSU for 2026. All members voted in favor of this action; motion carried.

Klein requested to attend the 4-H Professionals Spring Conference in Rapid City. A motion was made by Werkmeister and seconded by Maas authorizing Klein to attend the Spring Conference in Rapid City in March of 2026. All members voted in favor of this action; motion carried.

EXECUTIVE SESSION

A motion was made by Star and seconded by Koedam to enter executive session at 11:18 a.m. pursuant to 1-2-25 (1). All members voted in favor of this action; motion carried. Chairperson Sparks declared the meeting back to open session at 12:11 p.m. with no action taken.

PLAT APPROVAL

A motion was made by Koedam and seconded by Maas authorizing the Chairperson to sign the following plats:

- Lots 1 and 2, Block 21 in the Village of Harrison, Douglas County, South Dakota.
- Plat of Schelling Tract 1 in the NW ¼ of Section 34, T 98 N, R 63 W of the 5th P.M., Douglas County, South Dakota.
- Plat of Schelling Tract 1 in the NE ¼ of Section 21, T 98 N, R 63 W of the 5th P.M., Douglas County, South Dakota.

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

CLAIM DENIED

A motion was made by Star to deny the claim submitted by Dwayne Werkmeister (purchasing on behalf of the Fair Board), for the purchase of ceiling tiles for the 4-H Building, due to not receiving prior purchase authorization from the Commission for any repairs or supplies costing more than \$500.00. Maas seconded the motion. All members voted in favor of this action; motion carried.

CLAIMS

The following claims were approved for payment:

GENERAL FUND

2025 Longevity Payroll: Auditor 738.72; Treasurer 1079.67; States Attorney 1306.97; Equalization 1079.67; Register of Deeds 1193.32; Sheriff 231.29; Extension 340.95.

November Payroll: Commissioners 6870.39 Auditor 10,592.54 Treasurer 11,896.64 States Attorney 5980.23 Courthouse Janitor 7922.57 Equalization 115.87 Register of Deeds 9346.48 Sheriff 26,813.45 Coroner 115.87 Welfare 154.48 Ambulance 04.82 Extension 4292.37 Weed & Pest 3017.15 Fair board 402.40 Drainage 411.86 Planning and Zoning 871.52 Park 0.00 Reliance Standard Life Insurance 567.51

Amazon Capital Services 1136.45 supplies/equip; Armour Chronicle 329.45 publishing; Armour Dray 60.00 utilities; Phyllis Barker 317.36 travel; Certified Languages Intern. 47.85 prof fees; Corsica Globe 329.45 publishing; Corsica Hardware 42.98 supplies; Corsica Inc. 479.59 prof fees; Dean's Autobody 48.00 repairs; Mitch DeLange 180.60 repairs; Election Systems & Software 1730.65 maint; AT&T Mobility 430.00 utilities; Goldenwest 648.74 utilities; Legacy Building & Supply 13,912.97 repairs; Microfilm Imaging System 100.00 rental fee; Northwestern Energy 222.98 utilities; Office Products Center 647.71 supplies; Craig Parkhurst 1557.66 pro fees; supplies; Ramkota Hotel- Pierre 151.00 travel; Randall Comm Water Dist. 84.00 utilities; Select Service Center 1775.07 repairs; Two-Trees Technologies 1684.00 prof fees; US Bank 1410.21 gas.

ROAD AND BRIDGE FUND

2025 Longevity Payroll: 2613.95. November Payroll: 42,172.58; Armour Dray 35.00 utilities; Econo Signs 563.83 repairs; AT&T Mobility 80.08 utilities; Goldenwest 339.69 utilities; Legacy Building & Supply 23.97 supplies; RDO Equipment 532.50 repairs; SD Dept. of Transportation 3237.79 prof fees; Two-Trees Technologies 249.45 prof fees; US Bank 572.49 gas; Wilson's Hardware 179.57 supplies.

E911 FUND

November Payroll: 26.55; Goldenwest 200.00 E911 Services; Midstate Communications 440.11 E911 Services.

EMERGENCY MANAGEMENT FUND

2025 Longevity Payroll: 699.72; November Payroll: 2,410.75; AT&T Mobility 31.98 utilities; Two-Trees Technologies 153.15 prof fees.

MODERNIZATION AND PRESERVATION FUND

Microfilm Imaging Systems 237.50 rental fees.

ADJOURNMENT

At 12:25 p.m. a motion was made by Koedam and seconded by Star to adjourn until the next meeting to be held at 9:00 a.m. on December 16, 2025. All members voted in favor of this action; motion carried.

SIGNED: _____
Lori Sparks, Chairperson
Board of County Commissioners

ATTEST: _____
Phyllis Barker, Auditor