

02/05/2019

THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. February 5, 2019, pursuant to adjournment on January 29, 2019. Commissioners present were: Barth, Bender, Beninga, Heiberger, and Karsky. Also present were Olivia Larson, Commission Recorder, and Margaret Gillespie, Senior Deputy State's Attorney.

MOTION by Karsky, seconded by Beninga, to approve the agenda. 5 ayes.

#### MINUTES APPROVAL

MOTION by Barth, seconded by Beninga, to approve the January 29, 2019, Commission Minutes. 5 ayes.

#### VOUCHERS TO BE PAID

MOTION by Karsky, seconded by Barth, to approve the following bills totaling \$348,383.57. 5 ayes.

A Bar K	Truck Repairs & Maint	27.75
A&B Business	Maint Contracts	76.17
Allied Oil & Tire	Truck Repairs & Maint	150.00
Alsobrook, Danny D	Truck Repairs & Maint	185.00
American Ink	Uniform Allowance	448.63
Angel, Edward P	Attorney Fees	2,605.40
Appeara	Program Activities	56.94
Argus Leader Media	Advertising	553.98
Argus Leader Media	Publishing Fees	1,674.83
Automatic Security	Professional Svcs	960.00
Avera McKennan	Blood Withdrawal	45.00
Avera McKennan	Hospitals	6,327.00
Avera McKennan	Physicians	1,053.30
Axis Forensic Toxicology	Lab Costs	145.00
Balampaki, Nabin	Interpreters	79.99
Bill Peterson	Program Activities	300.00
Boen, Bridget	Program Activities	100.00
Boyer Trucks	Automotive/Small Equip	4.81
Boyer Trucks	Truck Repairs & Maint	15.75
Braun, Mason	Investigators Exps	82.32
Brooks Townhomes	Welfare Rent	700.00
C & R Supply	Truck Repairs & Maint	26.56
Cartridge World	Data Processing Supplies	705.66
Cedarbrook	Welfare Rent	482.00
Century Business	Contract Svcs	727.87
Century Business	Maint Contracts	161.37
Century Business	Office Supplies	97.00
Chagolla, Albert	Interpreters	100.00
City Glass & Glazing	Building Repairs & Maint	456.43
Civil Design	Architects & Engineers	1,531.25
Coffee King	Program Activities	65.00
Dakota Fluid Power	Truck Repairs & Maint	28.94
Dakota Law	Attorney Fees	3,928.47
Dakota Law	Child Defense Attorney	1,240.80
Dakotaland Homes	Welfare Rent	408.00
Dell Marketing	Data Processing Equip	353.58
Deraad Welding	Truck Repairs & Maint	1,345.00
Dewey, Craig	Business Travel	48.00
Double H Paving	Snow Removal	7,447.16
Dover, Sena S	Bd Evals (Minnehaha)	945.00
Dust Tex Svc	Janitorial Chemical Supplies	7.79
Elisabeth Hunstad	Program Activities	115.00
Embe	Education & Training	100.00
First Dakota National	Homeland Security	3,764.75
George, Aaron	Welfare Rent	500.00
Geotek Engineering	Architects & Engineers	4,411.40
Grainger	Small Tools & Shop Supplies	110.76

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Grode Brothers	Automotive/Small Equip	109.67
Guzman, Sandra V	Interpreters	100.00
Hartfords Best Paint	Automotive/Small Equip	4,474.00
Helpline Center	Misc Exp	4,000.00
Heritage Place Owner	Welfare Rent	619.00
Hewlett Packard	Furniture & Office Equip	150.00
Hidden Hills Apt	Welfare Rent	700.00
Hoekstra, Denise	Court Reporters	86.80
Holiday Credit	Gas Oil & Diesel	39.36
Horizon Agency	Insurance Admin Fee	2,691.00
Horn Law	Attorney Fees	407.00
Hughes Law	Child Defense Attorney	964.36
Hurtgen, Timothy T	Welfare Rent	506.00
HyVee	Program Activities	119.94
Innovative Office	Office Supplies	528.90
Interstate Office	Office Supplies	410.80
ISI	Interpreters	100.00
JE	Welfare Rent	375.00
Katterhagen, Mark	Bd Exp Fees (Yankton)	45.00
Kauffman, David W Ph	Psych Evals	3,457.00
Konda, Yousif	Interpreters	125.00
Krause Law	Attorney Fees	1,786.00
Krause Law	Child Defense Attorney	2,125.20
Kyra Enterprises	Motels	60.00
Lawson Products	Small Tools & Shop Supplies	161.55
Lee Williams	Program Activities	700.00
Lewno Law	Bd Exp Fees (Yankton)	499.41
Lifescape	Misc Exp	5,000.00
Lisa Carlson Report	Court Reporters	24.80
Lockwood, Darcy	Bd Exp Fees (Yankton)	45.00
Loebig, Larry	Welfare Rent	500.00
Loving, Philip	Bd Evals (Minnehaha)	3,405.00
Mac Pros	Data Processing Equip	1,218.95
Madison Apts	Welfare Rent	389.00
Metro Com	Misc Exp	170,271.94
Michaelson Apts	Welfare Rent	300.00
Midamerican Energy	Natural Gas	4,234.29
Midwest Alarm	Coliseum Maint	37.80
Midwest Alarm	Data Processing Supplies	1,479.00
Midwest Alarm	Repair/Renovations	1,024.50
Midwestern Mechanical	Plumbing & Welding	313.47
Minnehaha Conserv	Misc Exp	2,000.00
Multicultural Center	Interpreters	110.00
Munk, Darwin L	Welfare Rent	490.00
Murray Properties	Welfare Rent	500.00
Nebraska Salt & Grain	Road Material Inventory	7,606.02
Nelson, Adam D	Program Activities	221.94
Nguyen, Lam	Interpreters	100.00
Nybergs Ace Hardware	Exhibit Materials	4.74
Oconnor Company	Building Repairs & Maint	160.00
Oconnor Company	HHS Maint	4,201.24
Olivier Miles Holtz	Attorney Fees	753.19
One Sky	Automotive/Small Equip	499.75
One Sky	Truck Repairs & Maint	263.85
Oreilly Auto Parts	Automotive/Small Equip	527.07
Oreilly Auto Parts	Heavy Equip Repairs & Maint	48.57
Oreilly Auto Parts	Truck Repairs & Maint	319.68
Osborn, Roxane R	Court Reporters	2,357.75
Penbrooke Place Apt	Welfare Rent	500.00
Peters, Staci	Program Activities	30.00
Pfeifer Implement	Motor/Machine/Equip Repair	49.93
Qualified Presort	Postage	200.00
Quality Efficiencies	Motels	120.00
Ramkota Hotel	Business Travel	347.98
Redwood Mediation	Attorney Fees	153.00

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Safe Home	Misc Revenue	-745.68
Safe Home	Notes Rec Safe Home	-2,848.41
Safe Home	Rent Subsidies	10,793.00
Sage Projects	Crisis Response Grant	320.00
Sams Club	Professional Svcs	1,471.35
Sanford	Clinics Auxilliary Svcs	26.17
Sanitation Products	Truck Repairs & Maint	353.88
SF Specialty Hospital	Recruitment	32.00
Shadows Construction	Welfare Rent	350.00
Short Elliott	Architects & Engineers	6,332.86
Sioux Falls Area Hum	Misc Exp	3,139.53
Sioux Falls City	Gas Oil & Diesel	322.47
Sioux Falls City	Water Sewer	243.12
Sioux Falls YMCA	Welfare Rent	200.00
South Dakota Retail	Printing/Forms	37.50
State of SD	Amts Held-Daily Scram	3,277.00
State of SD	Architects & Engineers	9,420.34
State of SD	Blood/Chemical Analysis	1,580.00
State of SD	Sign Supply Inventory	4,981.14
State of SD	Truck Repairs & Maint	21.20
Stockwell Engineers	Architects & Engineers	4,527.60
Strange Farrell John	Attorney Fees	114.67
T And L Investment	Welfare Rent	500.00
Tally Ho Apts	Welfare Rent	600.00
The Kiehl Consulting	Professional Svcs	4,089.00
Thomson Reuters	Legal Research	1,825.16
Thomson Reuters	Subscriptions	149.67
Thurman, Creighton	Attorney Fees	412.40
Tiede, Pamela	Bd Exp Fees (Minnehaha)	312.00
Transource Truck	Truck Repairs & Maint	79.95
Tricor Direct	Misc Exp	303.95
Two Way Solutions	Automotive/Small Equip	1,069.49
Tzadik Sioux Falls	Welfare Rent	1,665.00
Ulteig Engineers	Architects & Engineers	5,660.00
UPS	Postage	11.60
US Foods	Professional Svcs	425.41
VB Falls Park Apts	Welfare Rent	3,100.00
Victoria Estate	Welfare Rent	615.00
Walmart Stores	Pharmacies	49.32
Walton, Marcus	Attorney Fees	1,081.00
Washington Heights	Welfare Rent	600.00
Wheelco	Truck Repairs & Maint	48.10
Whitacre, Wade	Welfare Rent	700.00
Williamsburg	Welfare Rent	682.00
Xcel Energy	Welfare Utilities	203.17
Yankton Cnty	Return Of Svc	350.00
Yemam, Nassir	Interpreters	52.50

January Salaries Paid

Commission	Salaries	40,925.30	Auditor	Salaries	69,396.35
Treasurer	Salaries	71,801.35	Information Technology	Salaries	71,248.90
States Attorney	Salaries	272,688.67	Public Defender	Salaries	168,356.28
Public Advocate	Salaries	54,327.30	Facilities	Salaries	49,650.73
Equalization	Salaries	72,633.22	Register Of Deeds	Salaries	46,072.06
Human Resources	Salaries	24,772.87	Sheriff's Office	Salaries	931,330.26
Emergency Management	Salaries	16,640.00	Juvenile Detention	Salaries	160,754.85
Highway	Salaries	150,297.71	Human Services	Salaries	128,602.52
Museum	Salaries	69,622.02	Planning	Salaries	40,700.20
Extension	Salaries	3,355.20			

REPORTS

The Safety Committee 2018 Annual Report was received and placed on file in the Auditor's Office.

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## PERSONNEL

MOTION by Beninga, seconded by Barth, to approve the following personnel changes. 5 ayes.

## New Hires

1. Senior Property Technicians for Equalization at \$17.98/hour (12/1) effective 2/6/19: Kassandra Juhnke and Heather McGuire.
2. Marc Toft, Digital Discovery Technician for the State's Attorney's Office, at \$20.35/hour (14/2) effective 2/11/19.
3. To amend the hire of Regina Tusken from Corrections System Operator (9/5) to Correctional Officer for the Jail at \$20.35/hour (13/4) effective 1/28/19.
4. Mary White, Juvenile Correctional Officer I for the Juvenile Detention Center, at \$17.98/hour (12/1) effective 2/11/19.

## Promotions

1. Mark Jastram, Deputy Sheriff, to Deputy Sheriff Sergeant for the Sheriff's Office at \$35.91/hour (20/13) effective 2/2/19.
2. Joseph Bosman, Deputy Sheriff Lieutenant, to Deputy Sheriff Captain for the Sheriff's Office at \$3,332.00/biweekly (23/7) effective 2/2/19.
3. Joshua Phillips, Deputy Sheriff Sergeant, to Deputy Sheriff Captain for the Sheriff's Office at \$3,018.40/biweekly (23/3) effective 2/2/19.

## Step Increases

1. Michael Miller – Chief Deputy Public Defender – Public Defender's Office – 25/6 – 1/17/19 - \$3,960.80/biweekly
2. Benjamin Green – Correctional Officer – Jail – 13/3 – 1/16/19 - \$19.86/hour
3. Corey DeGroot – Correctional Officer – Jail – 13/3 – 1/2/19 - \$19.86/hour
4. Krista Leidholt – Deputy Sheriff Sergeant – Jail – 20/12 – 1/9/19 - \$35.04/hour
5. Daniel Christiansen – Deputy Sheriff – Sheriff's Office – 17/8 – 12/27/18 - \$27.38/hour
6. Keith Wynia – Air Guard Supervisor – Air Guard – 16/15 – 1/19/19 - \$30.97/hour
7. Maggie Garry – Human Resources Generalist – Human Resources – 17/11 – 2/9/19 - \$29.48/hour
8. Janet Eden – Legal Office Assistant – State's Attorney's Office – 10/15 – 1/20/19 - \$23.02/hour
9. Megan Glass – Legal Office Assistant – State's Attorney's Office – 10/7 – 1/16/19 - \$18.90/hour
10. Austin Vos – Senior Deputy Public Advocate – Public Advocate's Office – 22/4 – 1/27/19 - \$2,803.20/biweekly
11. Michael Tuschen – Road Maintenance Team Leader – Highway – 16/15 – 2/1/19 - \$30.97/hour

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#### Other Compensation Changes

1. To begin EMT specialty pay for Patrick Kaiser, Deputy Sheriff for the Sheriff's Office, resulting in a rate of \$25.19/hour effective 1/21/19.

#### Special Personnel Action

To recognize the following significant employee anniversaries for February 2019: 5 years – Carolyn Johnson; 10 years – Maggie Garry and Matthew Tooley; 15 years – Jason Toering; and 25 years – Robbin Ketcham. Robbin Ketcham, Senior Records Technician, was in attendance to be recognized for her years of service.

To record volunteers in County Departments for January 2019. This list is on file at Human Resources.

#### NOTICE

Upon the request of Mark Kriens, Facilities Director, MOTION by Heiberger, seconded by Beninga, to authorize the Auditor to publish a Notice to Bidders for Parking Lot Improvements, Parking Lot J. By roll call vote: 5 ayes.

#### PLANNING & ZONING NOTICES

Scott Anderson, Planning Director, gave the first reading and requested authorization for the Auditor to publish a Notice of Hearing for an amendment to the 2002 Revised Zoning Ordinance for Minnehaha County and the City of Sioux Falls to rezone from the A-1 Agricultural District to the Laurel Ridge Planned Development District on property legally described as Lot A Tract 1, Laurel Ridge Addition, SE 1/4, SE 1/4, Section 23, T102N, R49W, Minnehaha County, SD, located approximately 1 mile north of Sioux Falls at 47677 Slip Up Creek Road. MOTION by Heiberger, seconded by Barth, to authorize the Auditor to publish a Notice of Hearing on February 26, 2019, to consider the rezoning amendment. By roll call vote: 5 ayes.

#### BRIEFING

Janet Kittams, Helpline Center CEO, presented on the Helpline Center's programs, services, and mission.

Bill Hoskins, Museum Director, gave a presentation on the Siouxland Heritage Museums including major accomplishments for 2018, visitation, collections and exhibits, educational programs, rental uses, donations, and future projects.

#### FUND TRANSFER

Bill Hoskins, Museum Director, requested an Inter-Fund transfer of \$10,000 from the Museum Store Fund to the Museum Enterprise Fund. The transfer was approved as part of the 2019 budget. MOTION by Karsky, seconded by Heiberger, to authorize the transfer from the Museum Store Fund to the Museum Enterprise Fund in accordance with the 2019 budget. By roll call vote: 5 ayes.

#### MUSEUM BOARD APPOINTMENTS

Upon the request of Bill Hoskins, Museum Director, MOTION by Heiberger, seconded by Barth, to reappoint Timothy Schendel to a three year term on the Siouxland Heritage Museum Board beginning January 1, 2019. By roll call vote: 5 ayes.

Upon the request of Bill Hoskins, Museum Director, MOTION by Barth, seconded by Heiberger, to appoint Nikki Gronli to a three year term on the Siouxland Heritage Museum Board beginning January 1, 2019. By roll call vote: 5 ayes.

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## AGREEMENTS

DJ Buthe, Highway Superintendent, presented a Professional Services Agreement between Minnehaha County and Banner Associates, Inc. (Banner) to conduct construction administration for Culvert Replacements 2019, Highway Project MC17-19. Banner will provide professional engineering services in all phases of the project, serve as the County's professional engineering representative, and give professional engineering consultation and advice to the County. The cost is not to exceed \$135,300. MOTION by Heiberger, seconded by Karsky, to authorize the Chair to sign the Professional Services Agreement with Banner Associates, Inc. to conduct construction administration for Culvert Replacements 2019, Highway Project MC17-19, at a cost not to exceed \$135,300. 5 ayes.

DJ Buthe, Highway Superintendent, presented six Right-Of-Way Purchase Agreements for land owned by Douglas & Charlotte Harr, Dean H. & Peggy A. Goettsch, the Eggers Family Trust, the Edna M. Scott Family Trust, and Adam Mossefin. These purchases will allow for additional right-of-way required to meet safety standards needed after the reconstruction of County Highway 146 between South Dakota Highway 11 and the State of Minnesota border. The Harr property is legally described as Lot H-1 in Tract 2 of Anderson's Subdivision of the South Half of Section 20, Township 101 North, Range 47 West of the 5th P.M., Minnehaha County, South Dakota, and will be sold to the County at a total cost of \$2,452.45. The Goettsch property is legally described as Tract 1 of Feucht's Subdivision of the Northeast Quarter of Section 28, Township 101 North, Range 47 West of the 5th P.M., Minnehaha County, South Dakota, and will be sold to the County at a cost of \$4,904.90. The Eggers Family Trust property is legally described as the Northwest Quarter of Section 30, Township 101 North, Range 47 West of the 5th P.M., Minnehaha County, South Dakota, and will be sold to the County at a cost of \$3,433.43. The first Edna M. Scott Family Trust property is legally described as the Southwest Quarter of Section 22, Township 101 North, Range 47 West of the 5th P.M., Minnehaha County, South Dakota, and will be sold to the County at a cost of \$5,003.00. The second Edna M. Scott Family Trust property is legally described as the Southeast Quarter of Section 22, Township 101 North, Range 47 West of the 5th P.M., Minnehaha County, South Dakota, and will be sold to the County at a cost of \$4,708.70. The Mossefin property is legally described as Lot H-2 in the East 429 Feet of the North 602 Feet of the Northeast Quarter of Section 27, Township 101 North, Range 48 West of the 5th P.M., Minnehaha County, South Dakota, and will be sold to the County at a total cost of \$3,489.09. MOTION by Karsky, seconded by Heiberger, to authorize the Chair to sign the following six agreements: 1) the Right-Of-Way Purchase Agreement with Douglas & Charlotte Harr at a cost of \$2,452.45; 2) the Right-Of-Way Purchase Agreement with Dean H. & Peggy A. Goettsch at a cost of \$4,904.90; 3) the Right-Of-Way Purchase Agreement with Thais Renli and Gary Eggers, trustees of the Eggers Family Trust, at a cost of \$3,433.43; 4) the Right-Of-Way Purchase Agreement with Ronald H. Scott and Vernon D. Scott, trustees of the Edna M. Scott Family Trust, at a cost of \$5,003.00; 5) the Right-Of-Way Purchase Agreement with Ronald H. Scott and Vernon D. Scott, trustees of the Edna M. Scott Family Trust, at a cost of \$4,708.70; and 6) the Right-Of-Way Purchase Agreement with Adam Mossefin at a cost of \$3,489.09. 5 ayes.

DJ Buthe, Highway Superintendent, presented an agreement between Minnehaha County and the South Dakota Department of Transportation (SDDOT) for the Railroad Crossing Improvement Program (RCIP), State Project Number PS 8050(75), PCN 066V. The agreement would provide funding for one railroad crossing improvement on County Highway 110 (248<sup>th</sup> Street). The estimated total cost is \$48,097.74. The County's share of the cost is 10%, which is estimated to be \$4,809.75. The work shall include the removal of dilapidated wooden railroad crossing timbers to be replaced with new concrete pre-cast panels. MOTION by Beninga, seconded by Barth, to authorize the Chair to sign the Railroad Crossing Improvement Program Agreement for State Project Number PS 8050(75), PCN 066V, with the SDDOT at an estimated cost to Minnehaha County of \$4,809.75. 5 ayes.

## LEGISLATIVE UPDATE

Craig Dewey, Assistant Commission Administrative Officer, gave an update and status report of the 2019 Legislative Session on bills that impact Minnehaha County.

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LIAISON REPORTS

Commissioner Barth reported that items regarding a concentrated animal feeding operation and a gravel pit that were brought before the Planning Commission have been appealed.

Commissioner Heiberger reported on the State's Attorney's Office being awarded over \$9,000 for electronic discovery hardware.

MOTION by Beninga, seconded by Heiberger, to adjourn. 5 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday, February 12, 2019.

APPROVED BY THE COMMISSION:

Jean Bender

Chair

ATTEST:

Olivia Larson

Deputy Auditor