

10/06/2020

THE MINNEHAHA COUNTY COMMISSION CONVENE AT 9:00 A.M. October 6, 2020, pursuant to adjournment on September 29, 2020. Commissioners present were: Bender, Beninga, Heiberger, and Karsky. Commissioner Barth was present via Zoom Videoconference. Also present were Olivia Larson, Commission Recorder, and Maggie Gillespie, Senior Deputy State's Attorney.

Commissioner Karsky introduced his father, Ed Karsky, who was in attendance.

MOTION by Karsky, seconded by Beninga, to approve the agenda. By roll call vote: 5 ayes.

#### MINUTES APPROVAL

MOTION by Heiberger, seconded by Beninga, to approve the September 29, 2020, Commission Minutes. By roll call vote: 5 ayes.

#### VOUCHERS TO BE PAID

MOTION by Barth, seconded by Karsky, to approve the following bills totaling \$270,627.84. By roll call vote: 5 ayes.

2X2 Developments	One Sioux Falls Shelter	500.00
A Bar K	Truck Repairs & Maint	356.23
A&B Business	Data Processing Sup	235.35
A&B Business	Lease-Rental Agmt	156.93
A&B Business	Maint Contracts	52.92
Aaron Hansen	Sign Deposits	50.00
Advanced Pest Solut	Maint Contracts	70.00
AGP Studios	Motels	95.00
AGP Studios	One Sioux Falls Shelter	600.00
Airgas USA	Gas Oil & Diesel	29.76
Airgas USA	Small Tools & Shop Sup	108.70
Airway Svc	Automotive/Small Equip	1,721.25
Airway Svc	Gas Oil & Diesel	153.61
Altamax	Welfare Rent	500.00
Amanda Barenklau	Misc Revenue	150.00
Anderson, Jennifer	Bd Evals Minnehaha	1,841.66
Andersons Collision	Professional Svcs	239.50
Andrew Berg	Taxable Meal Allowances	56.00
Angel, Edward P	Attorney Fees	572.30
Avera Mckennan	Hospitals	6,931.83
Avera Mckennan	Other Medical Svcs	1,884.49
Axis Forensic Toxic	Lab Costs	438.00
Babinski Properties	Welfare Rent	400.00
Bauer Built	Automotive/Small Equip	30.00
Bechtel, David	Welfare Rent	500.00
Ben Baxa	Taxable Meal Allowances	56.00
Bierschbach Equip	Bridge Repair & Maint	199.00
Bierschbach Equip	Heavy Equip Repairs & Maint	57.03
Book Bridge Press	Store Inventory	2,088.71
Boyer Ford Trucks	Automotive/Small Equip	234.47
Buffalo Ridge Concr	Bridge Repair & Maint	826.00
Builders Supply Comp	Building Repairs & Maint	840.00
Canterbury Apts	One Sioux Falls Shelter	376.00
Century Business	Maint Contracts	209.66
Chagolla, Albert	Interpreters	108.33
Communication Innov	Professional Svcs	2,000.00
Com-Tec	Jail Repairs & Maint	2,471.47
Concrete Materials	Bridge Repair & Maint	167.44
Constellation	Natural Gas	56.50
Construction Product	Bridge Repair & Maint	210.00
Construction Product	Sign Supply Inventory	102.00

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Correct Rx Pharmacy	Contract Svcs	8.57
Cory Hartley	Business Travel	200.00
Country Meadows	Welfare Rent	495.00
Country View MHC	One Sioux Falls Shelter	930.92
Creekstone Falls	One Sioux Falls Shelter	1,430.00
Dakota Law	Attorney Fees	5,381.20
Dakota Law	Child Defense Attorney	904.40
Dakota Toner & Ink	Data Processing Sup	1,681.89
Dalsin	Fairgrounds	12,342.00
Deana Wulf	One Sioux Falls Shelter	1,350.00
Decastro Law	Attorney Fees	2,056.40
Decastro Law	Child Defense Attorney	1,464.70
Dedula, Carla F	Court Reporters	22.80
Diamond Mowers	Parts Inventory	155.92
Dust Tex Svc	Janitorial Chemical Sup	20.30
Electric Construct	Electrical Repairs & Maint	222.45
Eric Smith	Extradition & Evidence	74.00
Fastenal	Sign Supply Inventory	52.82
Fastenal	Small Tools & Shop Sup	362.95
Fleetpride	Truck Repairs & Maint	60.40
G&R Controls	HHS Maint	387.00
Garfield Apts	Welfare Rent	950.00
Grainger	Small Tools & Shop Sup	141.25
Graybar Electric Com	Electrical Repairs & Maint	271.18
Griesse, Chris	Road Maint & Material	7,471.47
Guzman, Sandra V	Interpreters	219.82
Hewlett Packard	Data Processing Sup	824.36
High Point Networks	Consultants	262.50
High Point Networks	Data Processing Equip	6,584.00
High Point Networks	Maint Contracts	5,600.51
Hobart Sales & Svc	Jail Repairs & Maint	99.33
Holiday Credit	Road Maint & Material	44.21
Home Depot Credit	Heavy Equip Repairs & Maint	42.17
Horizon Apts	One Sioux Falls Shelter	1,265.00
HTC	Heavy Equip Repairs & Maint	72.65
Hurtgen, Timothy T	One Sioux Falls Shelter	641.00
Hy-Vee & Affiliates	Cobra Insurance	1,578.06
HyVee	Jury Fees	41.69
HyVee	Pharmacies	443.28
Innovative Office	Printing/Forms	2,315.68
ISI	Interpreters	80.00
Jastram, Mark	Investigators Expenses	33.60
Jeff Larson Law	Child Defense Attorney	397.00
Johnson, Richard L	Attorney Fees	2,575.35
Johnson, Richard L	Child Defense Attorney	4,295.32
Kennedy Pier & Loftu	Attorney Fees	281.30
Killarney Crossings	One Sioux Falls Shelter	905.00
Kyra Enterprises	Emergency Shelter Grant	270.00
Kyra Enterprises	Motels	170.00
Lassegaard, Samuel C	Welfare Rent	500.00
Laughlin Law	Child Defense Attorney	3,053.50
Ledd Properties	Motels	60.00
Lewis & Clark Behav	Bd Evals Yankton	1,472.00
Light And Siren	Vehicle Equip	2,067.16
Lilla, Chris	Business Travel	214.00
Lilla, Chris	Work Mileage	321.30
Loving, Philip	Bd Evals Minnehaha	1,858.32
Lutheran Social Svcs	Diversion Programs	1,965.53
Lutheran Social Svcs	Evening Report Center	3,282.35
Lutheran Social Svcs	Shelter Care/Reception Center	81,897.11
Majestic View Apt	Welfare Rent	568.00
Malloy Electric	Jail Repairs & Maint	91.50
Marsh & McLennan	Notary Exp	50.00
Medstar Paramedic	Transportation	4,400.00

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Mellette County	Board of Prisoners-Housing	385.00
Menard	Small Tools & Shop Sup	8.98
Midamerican Energy	Natural Gas	203.01
Minnehaha Community	Water Sewer	30.00
Minnehaha County	Prisoner/Bond Accounts	20.00
Monterey Apts	One Sioux Falls Shelter	792.00
Morse Correctional	Contract Svcs	800.00
Multicultural Center	Interpreters	165.00
Muth Electric	Professional Svcs	269.04
Nguyen, Lam	Interpreters	25.00
Nordstroms Auto	Automotive/Small Equip	105.00
Northridge Prop	Welfare Rent	1,200.00
Nybergs Ace Hardware	Automotive/Small Equip	79.52
Oakwood Estates	Welfare Rent	500.00
Oreilly Auto Parts	Road Maint & Material	227.07
P&K Pest Control	Building Repairs & Maint	225.00
Pioneer Enterprises	Burials	2,000.00
Prairies Edge Town	One Sioux Falls Shelter	1,790.00
Prestox	Outside Repair	249.00
Prestox	Professional Svcs	61.00
Progressive Property	Welfare Rent	700.00
Prov 16:3	Small Tools & Shop Sup	86.97
Quality Efficiencies	Motels	80.00
Richmond II	Welfare Rent	850.00
Rieck, Diane	One Sioux Falls Shelter	550.00
Robert Olson	Extradition & Evidence	74.00
Roberts, Yvonne	One Sioux Falls Shelter	1,900.00
Safe Home	Misc Revenue	-446.89
Safe Home	Notes Rec Safe Home	-3,147.20
Safe Home	Rent Subsidies	11,179.00
Sam & Michelle Schim	Sign Deposits	50.00
Sanford	Other Medical Svcs	4,721.31
Sanford Clinic	Misc Expense	47.30
SD Human Svcs	Clinics Auxiliary Svcs	67.80
SF Specialty Hospit	Insurance Other Costs	1,703.00
SF Specialty Hospit	Professional Svcs	199.00
SF Specialty Hospit	Recruitment	764.00
Sioux Falls City	One Sioux Falls Shelter	1,692.23
Sioux Falls City	Welfare Utilities	834.76
Sioux Falls Rubber	Notary Exp	23.45
Sioux Falls YMCA	Welfare Rent	500.00
Sioux Valley Energy	Electricity	364.06
Southeastern Elect	Welfare Utilities	227.00
State of SD	Amts Held Daily Scram	4,448.00
State of SD	Amts Held-Remote Breath	3,273.00
State of SD	Memberships	40.00
State of SD	Misc Expense	96.00
State of SD	Notary Exp	30.00
Stone Gate Holdings	Welfare Rent	500.00
Sturdevants Auto Par	Parts Inventory	103.55
Sturdevants Auto Par	Small Tools & Shop Sup	16.60
Summit Fire Protect	Bldg/Yard Repair & Maint	1,240.00
Summit Fire Protect	Jail Repairs & Maint	904.00
Summit Fire Protect	JDC Maint	439.00
Summit Fire Protect	Outside Repair	1,414.00
Summit Food Svc	Child Care Food	1,149.69
Summit Food Svc	School Lunch Program	1,889.26
Sumption & Wyland	Education & Training	350.00
Surf Taxi	COVID Expenses	96.30
Surf Taxi	Transportation	64.20
TCN	Telephone	2.14
Terveen Manufactured	One Sioux Falls Shelter	700.00
Terveen Manufactured	Welfare Rent	1,500.00
Thapa, Kumar B	Interpreters	52.50

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Theelin Center Apt	One Sioux Falls Shelter	1,590.00
Thomson Reuters We	Books	52.60
Three Falls	Welfare Rent	1,400.00
Tim Hartman	Business Travel	212.10
Tom Schuster	Sign Deposits	50.00
Torres Holding	Welfare Rent	450.00
Tri-State Nursing	Professional Svcs	2,522.64
Trugreen	Professional Svcs	58.08
Tschetter & Adams	Attorney Fees	1,719.89
TSP	HHS Maint	772.50
TSP	Repair/Renovations	925.00
Two Way Solutions	Communication Equip Repair	2,158.94
Tzadik Sioux Falls P	Welfare Rent	270.00
Tzadik Taylors Place	One Sioux Falls Shelter	637.00
Valley West Apt	One Sioux Falls Shelter	665.00
Village At Three	One Sioux Falls Shelter	666.00
West Briar Commons	Welfare Rent	500.00
White Mountain Puzzl	Store Inventory	309.90
Williamsburg	One Sioux Falls Shelter	695.00
Williamsburg	Welfare Rent	682.00
Woodlawn Cemetery	Program Activities	1,916.00
Xcel Energy	Electricity	2,524.73
Xcel Energy	One Sioux Falls Shelter	368.59
Xcel Energy	Welfare Utilities	1,442.03
Yemam, Nassir	Interpreters	70.83
Yogi Holdings	Motels	550.00

## PERSONNEL

MOTION by Karsky, seconded by Heiberger, to approve the following personnel changes. By roll call vote: 5 ayes.

### New Hires

1. Tyler Bassett, Air Guard Security Officer I for the Air Guard, at \$19.95/hour (12/4) effective 10/7/2020.
2. Varun Om, variable hour Safe Home Program Worker for Safe Home, at \$15.25/hour effective 10/6/2020.

### Step Increases

1. Linda Race, Records Technician for the Register of Deeds, at \$22.58/hour (10/13) effective 10/7/2020.
2. Craig Dewey, Assistant Commission Administrative Officer for the Commission Office, at \$2,817.60/biweekly (21/7) effective 7/12/2020.
3. Corey Metter, Air Guard Security Officer II for the Air Guard, at \$22.03/hour (13/6) effective 9/13/2020.
4. Jason Koistinen, Senior Deputy Public Defender for the Public Defender's Office, at \$3,032.80/biweekly (22/6) effective 10/1/2020.

### Other

1. To rescind the hire listed on 9/22/2020 of Joshua Tamba, Correctional Systems Operator for the Jail effective 9/25/2020.
2. To begin Interpreter specialty pay for Michael Gayo Gatluak, Correctional Officer for the Jail, resulting in a rate of \$19.97/hour effective 10/3/2020.

### Special Personnel Action

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To recognize the following significant employee anniversaries for October 2020: 5 years – Jennifer Zitterich; 10 years – Linda Race; 20 years – Steven VanWyhe and Michael Mayer; and 25 years – Julie Meyer.

To record volunteers in County Departments for September 2020. This list is on file at Human Resources.

Carey Deaver presented the Letter of Resignation received from Minnehaha County Auditor Robert Litz. Auditor Litz was present and spoke on his resignation. The resignation of Robert Litz, Minnehaha County Auditor, will be effective December 31, 2020.

#### OLD BUSINESS

Due to scheduling conflicts, Jill Franken, City of Sioux Falls Health Department, was allowed to speak early via Zoom Videoconference. Ms. Franken provided an update on COVID-19 regarding the City's new mask policy for employees, the increase of positive cases, the hospitalization rate, and the recommendation to follow social distancing guidelines. Demand for services at the Recovery Center is being monitored to ensure needs will be met going into the fall season. [Siouxfalls.org/COVID19](http://Siouxfalls.org/COVID19) is a website available for people to stay up-to-date on COVID-19 in the Sioux Falls area. Commissioner Bender expressed interest in issuing a mask policy for Minnehaha County employees that reflects what the City has implemented. The other Commissioners agreed. The topic will be discussed at the October 6, 2020, 1:30 p.m. Department Head Meeting.

#### PERSONNEL

Carey Deaver, Human Resources Director, requested approval of changes to the Minnehaha County Employee Handbook for minor edits, clarifications, or updates to reflect current procedures. Changes were made to the following sections: 1) 3.2 Non-Discrimination and Anti-Harassment, 2) 7.3 Payroll Deductions, 3) 10.6 Pregnancy, Childbirth, and Parental Leave, 4) 11.10 Employee Assistance Program (EAP), 5) 15.10 Outside Employment ("Moonlighting"), 6) 16.3 EEO Complaint Procedures, 7) 12.5 Drug Free Workplace, and 8) 14.7 Employee Use of County Vehicles. MOTION by Beninga, seconded by Heiberger, to approve the employee handbook updates effective 10/6/2020. By roll call vote: 5 ayes.

#### PUBLIC COMMENT

Jason Gearman, Emergency Management Director, spoke on current weather conditions raising concerns for the fire danger level. At the October 13, 2020, Commission Meeting, a fire ban resolution will be brought forward for consideration.

#### TAX DEED PAYMENT PLAN

Upon the request of Bob Litz, Auditor, MOTION by Heiberger, seconded by Beninga, to approve Resolution MC20-64. By roll call vote: 5 ayes.

### **RESOLUTION MC 20-64 APPROVAL OF PROPERTY TAX PAYMENT PROPOSAL ON PARCEL RECORD 059074**

**WHEREAS**, Minnehaha County has received notice from the owner of record that property taxes are delinquent by five years; and

**WHEREAS**, a total of \$15,298.27 in back taxes, penalties, and interest is owed on the property; and

**WHEREAS**, the owner of record has requested support from the county to assist with re-payment options over a twenty-four (24) month period; and

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**WHEREAS**, the owner of record, Brian Ray Matthies, proposed the following payment plan to the county commission for consideration in order to satisfy all outstanding taxes, penalties, and interest:

- Initial Payment of \$637.42 due by November 2, 2020.
- Payment of \$637.42 due by the last business day of each following month through October 2022.
- Final Payment of any additional unpaid property taxes, plus any additional accrued interest and penalties due by the 30th of November 2022.

**WHEREAS**, in the event that the owner of record does not pay all back taxes, penalties and interest owing on property record 059074 in accordance with the aforementioned terms, Minnehaha County may proceed with the tax deed process.

**NOW, THEREFORE BE IT RESOLVED**, by the Minnehaha County Board of Commissioners, the proposed payment plan, as described above is hereby approved for property record 059074.

Dated this 6th day of October, 2020.

**APPROVED BY THE COMMISSION**

Jean Bender

Chair

ATTEST:

Olivia Larson

Deputy Auditor

**BRIEFINGS**

Kim Adamson, Finance & Budget Officer, via Zoom Videoconference, gave a briefing on the State's COVID Recovery Fund claims status. Based on claims filed and approved thus far, the County expects to claim a full allocation of \$12.7 million by the end of the year. The funds will be recorded in the General Fund as Federal Grant Revenue.

Paul Schaefer, representing the Independent Order of Odd Fellows, gave a briefing on their grave marking project. The project is to raise funds and place grave markers on currently unmarked graves. Thirty grave markers have been placed thus far. For more information about the project, the following e-mail address may be utilized: [Sfioof9@outlook.com](mailto:Sfioof9@outlook.com) .

**LIAISON REPORT**

Commissioner Barth reported items approved at the September 28, 2020, Planning Commission Meeting were not appealed. This included the rock and gravel operation north of Corson.

**NEW BUSINESS**

Commissioner Karsky spoke on October being Breast Cancer Awareness Month noting that his wife is a 17-year breast cancer survivor.

Commissioner Heiberger reported of the South Dakota Association of County Commissioners Annual Convention. Commissioner Karsky was elected as the Second Vice President. A breakout session was held by the South Dakota Public Assurance Alliance during the convention regarding public comment.

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Commissioner Karsky congratulated Commissioner Heiberger on her successful year as the South Dakota Association of County Commissioners President.

MOTION by Heiberger, seconded by Karsky, to recess the Minnehaha County Commission Meeting at 9:54 a.m. By roll call vote: 5 ayes.

MOTION by Heiberger, seconded by Barth, to reconvene the Minnehaha County Commission Meeting at 10:05 a.m. By roll call vote: 5 ayes.

MOTION by Heiberger, seconded by Barth, to enter into Executive Session pursuant to SDCL 1-25-2 (1), (3) and (4). By roll call vote: 5 ayes.

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

The Commission adjourned until 9:00 a.m. on Tuesday October 13, 2020.

APPROVED BY THE COMMISSION:

Jean Bender

Chair

ATTEST:

Olivia Larson

Deputy Auditor