

01/02/2013

THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M., January 2, 2013 pursuant to adjournment on December 26, 2012. Commissioners present were: Barth, Kelly, Pekas, Heiberger, and Beninga. Also present were Cindy Jepsen, Commission Recorder, and Kersten Kappmeyer, Deputy State’s Attorney.

Judge Kathleen K. Caldwell administered the Oath of Office to Commissioners Dick Kelly and John Pekas, and Treasurer Pam Nelson.

Robert Litz, Auditor, opened the meeting and called for nominations for Commission Chairman. MOTION by Kelly, seconded by Heiberger, to nominate Gerald Beninga as Commission Chairman for 2013. 4 ayes, Beninga abstained.

Mr. Litz relinquished the gavel to Chairman Beninga.

Chairman Beninga called for nominations for Commission Vice-Chairman. MOTION by Pekas, seconded by Barth, to nominate Commissioner Heiberger as Commission Vice-Chairman for 2013. 5 ayes.

DESIGNATION OF OFFICIAL NEWSPAPERS

Ken McFarland, Commission Administrative Officer, reported that proposals were received from the Argus Leader Media and Anderson Publications for designation as official county newspapers. Kelly Redfearn, Advertising Director for the Argus Leader, was present to answer any questions regarding their request to designate the Argus Leader, Dell Rapids Tribune, and the Brandon Valley Challenger as the official county newspapers. Anderson Publication’s proposal requested designation of the Hartford Area News as one of the official newspapers, and included publishing of the Legals in the Humboldt Journal and the Garretson Gazette at no additional charge. Both proposals indicated no change in the rates from last year. MOTION by Kelly, seconded by Pekas to designate the Argus Leader, Dell Rapids Tribune, and the Brandon Valley Challenger as the official Minnehaha County newspapers for 2013. Commissioner Kelly withdrew his motion. MOTION by Pekas, seconded by Heiberger to designate the Argus Leader, Dell Rapids Tribune, and the Hartford Area News as the official newspapers. 5 ayes.

RECORD OF NON-ELECTED DEPARTMENT HEADS

MOTION by Barth, seconded by Heiberger to record the following individuals as non-elected Department Heads, as of January 1, 2013. 5 ayes.

Ken McFarland	Commission Office
Monte Watembach	Information Technology
DJ Buthe	Highway
Todd Cheever	Juvenile Court Center
Lloyd Olson	Facilities
Bill Hoskins	Museum
Carey Jo Deaver	Human Resources
Scott Anderson	Planning/Parks
Cynthia Howard	Public Advocate
Traci Smith	Public Defender
Carol Muller	Human Services
Kyle Helseth	Equalization
Lynn DeYoung	Emergency Management

The following are listed as positions of public interest and are not department head positions:

Daren Ketcham	Metro Communications
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Ralph Hammer
Patricia Kroupa
Kaycee McDaniel

Weed & Pest
Veteran Service Officer
4-H Advisor

APPOINTMENT

MOTION by Kelly, seconded by Pekas to re-appoint Dr. Kenneth Snell as Coroner for a 1 year term beginning 1/1/13 to 12/31/13. 5 ayes.

COMMISSION SALARY

MOTION by Pekas, seconded by Barth to elect salary, rather than the per diem method of payment to County Commissioners, and set the 2013 annual salary at \$26,000. 5 ayes.

ELECTION PAY

Robert Litz, Auditor, presented a resolution to set the pay schedule for election workers for 2013. MOTION by Kelly, seconded by Pekas to approve Resolution MC13-01. 5 ayes.

RESOLUTION MC-13-1

WHEREAS, it will be necessary to appoint election officials in 2013 and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the board of county commissioners at its first regular meeting of the year; now, therefore, be it

Resolved by the Minnehaha County Board of Commissioners that for the year 2013, election officials shall be paid as follows:

Precinct Superintendent	\$130.00 per day
Precinct Deputy	115.00 per day
General Election additional Compensation for Precinct Superintendent and Deputy	5.00 per day
Precinct – partial day	12.00 per hour
Absentee Precinct, Counting Center, and Precinct Assistants	10.00 per hour
Election school attendance	15.00 per hour

Dated this 2nd day of January, 2013.

APPROVED BY THE COMMISSION:

Gerald Beninga

01/02/2013
Chairman

ATTEST:

Cynthia Jepsen
Deputy Auditor

ROUTINE BUSINESS

MOTION by Barth, seconded by Heiberger to approve the December 26th, 2012 minutes. 5 ayes.

VOUCHERS TO BE PAID

MOTION by Heiberger, seconded by Pekas to approve the following bills totaling \$805,660.88 and December 2012 salaries. 5 ayes.

Aardvark	Sheriff	770.47	ABM Equip & Supply L	Hwy Constr	29.20
Allied Oil & Tire Co	Hwy Constr	1,021.28	Anderson's Towing	Sheriff	163.00
Arena Motel	Human Svcs	400.00	Automatic Building C	JDC	240.00
Avera Mckennan Hospi	St Atty	62.00	Beadle County (SD) S	St Atty	31.72
Bob Barker Company,	Var. Depts	5,426.83	Bolks, Sherwin Db	Courts	28.00
Boyer Trucks Sioux F	Hwy Constr	71.36	Brende,Schroeder & M	Courts	2,673.20
Brown & Saenger	Var. Depts	367.77	Bureau Of Informatio	Reg Deeds	54.00
Butler Machinery Com	Hwy Constr	979.78	Carroll Institute	Commission	28,014.58
CBM Managed Services	Var. Depts	20,724.80	Centurylink (Qwest)	Jail	51.80
Certified Languages	Courts	14.85	Chemco, Inc.	JDC	2,141.71
Childrens Home Socie	St Atty	2,500.00	Cleveland Heights Ap	Human Svcs	400.00
Cliff Avenue Auto Pa	Hwy Constr	20.15	Cole Papers, Inc.	Facilities	186.80
Communications Expre	JDC	410.00	Compass Center Fka	RDAC	35,000.00
Conexis Benefit Admi	Human Svcs	301.68	Constellation New En	Facilities	4,092.67
Cooks Correctional I	Cap Proj	1,099.94	Criterion Prop Mgmt	Human Svcs	400.00
Dakota Fluid Power,	Hwy Constr	20.74	Deans Bulk Svc Inc	Hwy Constr	628.65
DirecTv	Hwy Admin	73.99	Duffy, Ryan	Courts	656.34
Federal Risk Pool	Human Svcs	2,424.00	Gearman, Jason	Mental Ill	168.72
Guzman, Sandra V.	Courts	225.00	Hartman, Jeremy	Hwy Constr	152.70
Heartland Paper Comp	Jail	730.29	Helseth, Ramona G.	St Atty	200.00
Holiday Credit Offic	Hwy Constr	6.21	Howalt-McDowell Insu	Insurance	2,813.50
Hoy Trial Lawyers Pr	Courts	504.30	Ideal Yardware	Hwy Constr	889.93
Interstate Office Pr	Var. Depts	204.09	ISS Facility Svcs-Mi	Facilities	10,735.00
Jcl Solutions-Janito	Jail	1,386.69	Jepsen, Cynthia	Auditor	30.00
Johnson, Donald E	Sheriff	780.00	Kading, Kunstle & Go	Courts	2,993.00
Khoroosi, Sam	Courts	1,066.00	KJM Wireless Commun	JDC	2,669.63
Kmart Pharmacy	Human Svcs	311.01	Krier & Blain, Inc.	JDC	1,115.55
Kruse, Renae S	Courts	1,804.00	Larson, Jeff	Courts	1,680.35
Luther, Jeff	Ambulance	2,333.33	Lutheran Social Svcs	St Atty	50.00
Marberg, Richard	Var. Depts	10,937.44	Michael's Purple Pet	Em Mgmt	95.00
MidAmerican Energy C	Var. Depts	3,819.03	Midwest Alarm Compan	Info Tech	240.00
Midwest Oil Company,	Hwy Constr	263.12	Mills & Miller Inc	Hwy Constr	18,912.49
Minn Cnty Human Svcs	Human Svcs	114.50	Multi-Cultural Cente	Var. Depts	520.00
Museum Store Associa	Mus Ops	199.00	NASPPG Insurance Ser	Public Adv	1,701.34
Nguyen, Lam	Courts	25.00	North Central Farmer	Hwy Constr	23,250.10
Northern Heights Dev	Human Svcs	548.00	Office Depot, Inc.	Info Tech	569.24
Olson, Waltner & Sch	Courts	1,972.10	Osborn, Roxane R	Courts	69.00
Page County (IA) She	St Atty	54.20	Parkview, Llc	Human Svcs	400.00
Pennington County Ja	Jail	6,568.70	Peters Distributing	Bldg Fund	2,022.04
Pheasantland Industr	Jail	51.00	Precision Dynamics C	Jail	1,020.00
Qualified Presort Se	Sheriff	90.72	R & L Supply, Ltd	Hwy Constr	29.99
River Tower Apartmen	Human Svcs	400.00	Safe Home Ltd Ptnrsh	Var. Depts	8,180.91
Safety Benefits, Inc	Facilities	65.00	Sanford Health Patho	Coroner	22,250.00
Sanford Hospital	St Atty	3,082.46	Sanford Hospital Med	St Atty	14.25

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Schetnan, Thad S	Human Svcs	400.00	SD Assn Of County Of	Var. Depts	12,387.76
SD Dept Of Public Sa	Human Svcs	20.00	SD Div Of Criminal I	Human Res	43.25
SD Public Assurance	Var. Depts	183,251.24	SDML Workers' Comp	Var. Depts	326,683.00
SE Council Of Gvmnt	SECOG	23,246.00	Sentinel Offenders S	JDC	2,312.64
Shepherd Reporting L	Mental Ill	165.00	Sioux Falls Rubber S	Hwy Admin	44.95
Szameit, Alexandra	Courts	133.33	Tally Ho Apartments	Human Svcs	385.00
Thorin, Deyanira T	Courts	25.00	Thyssenkrupp Elevato	Jail	2,558.88
Tires,Tires,Tires In	Jail	90.00	Tomacelli's Pizza	Courts	179.29
Variety Foods Llc	Safe Home	166.16	Vb Tower Lp/Falls Vi	Human Svcs	400.00
Weiland & Assoc Inc	Courts	94.20	Xcel Energy, Inc.	Human Svcs	561.12
Zep Manufacturing Co	Hwy Admin	400.82	112 Inc Db	Human Svcs	318.00
Commission	Salaries	27,332.70	Auditor	Salaries	36,727.59
Treasurer	Salaries	62,591.94	Info Technology	Salaries	58,325.60
States Attorney	Salaries	180,195.50	Public Defender	Salaries	129,795.36
Public Advocate	Salaries	34,675.52	Facilities	Salaries	53,976.26
Equalization	Salaries	62,330.46	Register Of Deeds	Salaries	36,108.00
Human Resources	Salaries	15,592.59	Sheriff	Salaries	758,330.30
JDC	Salaries	153,115.35	Highway	Salaries	118,270.76
Human Services	Salaries	93,305.36	Museum	Salaries	55,128.94
Planning	Salaries	33,556.33	Extension	Salaries	2,614.24

PERSONNEL

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

1. To hire Kyle Jensen as STI Security Officer (13/2) for the Sheriff's Office STI at \$17.286/hour effective 1/2/13.
2. To promote Sara Zylstra from Legal Office Assistant to Paralegal (16/1) for the Public Defender's Office at \$19.558/hour effective 1/2/13.
3. To hire Crystal Madsen as Paralegal (16/2) for the State's Attorney's Office at \$20.046/hour effective 1/7/13.
4. To accept the resignation of Joshua Vesely as Highway Maintenance Worker for the Highway Department effective 1/3/13.
5. To hire Lois Yttreness as Tax and License Technician (10/1) for the Treasurer's Office at \$14.542/hour effective 1/3/13.
6. To hire Michael Nelson as Correctional Officer in Training (12/1) for the Jail at \$16.052/hour effective 1/3/13.
7. To promote Matthew Dunn from Correctional Officer in Training to Correctional Officer (13/1) for the Jail at \$16.864/hour effective 12/24/12.
8. To promote Heather Irwin from Elections Technician to Senior Elections Technician (12/3) for the Auditor's Office at \$16.864/hour effective 1/2/13.
9. To correct the action to hire Russ Hanson which reflected a hiring rate of \$19.442/hour instead of the correct rate of \$19.422/hour.

Step Increases Due:

1. Lynn DeYoung – Emergency Management Director – Emergency Management – 24/5 to 24/6 – 12/27/12

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- \$3,047.52/bi-weekly

2. Bonnie Wenzlaff – Property Technician - Equalization – 10/5 to 10/6 – 12/27/12 - \$16.453/hour
3. Vicki Busse – Senior Property Technician – Equalization – 12/10 to 12/11 – 12/27/12 - \$20.548/hour
4. Korey Dosch – Appraiser – Equalization – 15/5 to 15/6 – 12/27/12 – \$21.061/hour
5. Theresa Dunn – Appraiser – Equalization – 15/6 to 15/7 – 12/27/12 – \$21.588/hour
6. Angela Boeckholt – CAMA Specialist – Equalization – 16/5 to 16/6 – 12/27/12 - \$22.128/hour
7. Barbara Donaldson – Caseworker I – Human Services – 16/6 to 16/7 – 12/23/12 - \$22.681/hour
8. Emmanuel Gutierrez – Caseworker I – Human Services – 16/5 to 16/6 – 12/27/12 - \$22.128/hour
9. Anny Libengood – Caseworker I – Human Services – 16/7 to 16/8 – 12/27/12 - \$23.248/hour
10. Jason Toering – Computer Support Technician – Information Technology – 16/5 to 16/6 – 12/27/12 - \$22.128/hour
11. Kristi Osterloo – Senior Webmaster – Information Technology – 18/15 to 18/16 – 12/27/12 - \$31.265/hour
12. James Ness, Janel Ingalls, and Troy Waterman – Juvenile Correctional Officer I – Juvenile Detention Center – 12/15 to 12/16 – 12/21/12 - \$23.086/hour
13. Kent Vettrus – Home Detention Caseworker – Juvenile Detention Center – 17/15 to 17/16 – 12/21/12 - \$29.552/hour
14. Kayla Oelkers – Community Supervision Monitor – Juvenile Detention Center – 12/8 to 12/9 – 12/27/12 - \$19.558/hour
15. Dawn Brings Plenty, Reece Deters, and Krista Miersma – Juvenile Correctional Officer I – Juvenile Detention Center – 12/12 to 12/13 – 12/27/12 - \$21.588/hour
16. Becky Femrite – Legal Office Assistant – Public Defender – 10/5 to 10/6 – 12/27/12 - \$16.453/hour
17. Cynthia Howard – Public Advocate – Public Advocate’s Office – 25/9 to 25/10 – 12/21/12 - \$3,687.28/bi-weekly
18. Scott Dubbe – Deputy Sheriff – Sheriff’s Office – 16/5 to 16/6 – 12/27/12 - \$22.128/hour
19. Christiana Farinelli – Corrections Systems Operator – Jail – 9/9 to 9/10 – 12/18/12 - \$17.166/hour
20. Margaret DeWitt – Correctional Officer – Jail – 13/12 to 13/13 – 12/21/12 - \$22.523/hour
21. Jaclyn Noteboom – Corrections Systems Operator – Jail – 9/12 to 9/13 – 12/27/12 - \$18.615/hour
22. Rebecca Miller – Correctional Officer – Jail – 13/10 to 13/11 – 12/27/12 - \$21.588/hour
23. Jeremiah Larson – Correctional Officer – Jail – 13/8 to 13/9 – 12/29/12 - \$20.548/hour

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Special Commission Action Requests:

1. To recognize the following significant employee anniversaries for January 2013: 5 years – Mark Hansen, Nikki Pederson, Dennis Clauson, Nathan Staton, Sara Jean Baptiste, Aaron Salberg; 10 years – Julie Risty, Rick Lohnes, Steven Lutter, Corey Stanley, Cory Winter, Elliott Crayne, Jaime Irwin; 15 years – Steven Ruiter; 20 years – Gerald Winter.
2. To record volunteers in County Departments for December 2012. The list is on file at Human Resources.

NOTICES

MOTION by Kelly, seconded by Barth, to authorize the Auditor to Post a Notice of Hearing to consider a supplement from the General Fund to the 2013 Commission Office Budget, ASN 15034 (Other Professional Services), for the IVC Contract and building infrastructure updates. 5 ayes.

MEMORANDUM OF UNDERSTANDING

Ken McFarland, Commission Administrative Officer gave a briefing on a Memorandum of Understanding (MOU) between South Dakota State University (SDSU) Extension and Minnehaha County for the 4-H Youth Development Program. According to the terms of the MOU, Minnehaha County will pay SDSU \$8,375 for the calendar year 2013 for partial salary support of one part time 4-H Advisor. SDSU provides full salary and benefit support for one full-time 4-H Youth Advisor to work 100% in Minnehaha County. The County will also provide the secretarial support for the 4-H Youth Advisors and office space and office expenses for two Expanded Food and Nutrition Education program positions. Kaycee McDaniel, 4-H Advisor, reported on the time frame for filling the 4-H Advisor positions. MOTION by Heiberger, seconded by Barth, to authorize the Chairman to sign the Memorandum of Understanding between SDSU Extension and Minnehaha County. 5 ayes.

Darin Young, Warden, gave a briefing on a request from the local United States Probation/Pretrial Services Office to house persons in their custody in the Minnehaha County Community Corrections Center. Under the terms of the agreement, the US Probation/Pretrial Services Office will notify people under their supervision, that they will be required to pay Minnehaha County \$29.00 a day while housed at the Community Corrections Center. The County will provide residential placement for up to ten (10) male or female defendants/offenders as space is available, random urinalysis testing, and food service. MOTION by Kelly, seconded by Barth, to authorize the Chairman to sign a Memorandum of Understanding between US Probation/Pretrial Office and Minnehaha County for Work Release Program. 5 ayes.

GUIDELINES

Carol Muller, Human Services Director, gave a briefing on proposed revisions to the Minnehaha County Human Services (MCHS) Guidelines. There are two major changes to the document regarding fees for indigent burial and also the amount the county would pay in housing allowance. MOTION by Heiberger, seconded by Kelly, to adopt the Revised Guidelines for Assistance from Minnehaha County Human Services. 5 ayes. The guidelines will be posted on the Minnehaha County website for public review.

OLD BUSINESS

Robert Wilson, Commission Administrative Officer, reported that CGI Communications has completed the production of the website video program for Minnehaha County. Mr. Wilson thanked all the sponsors of the project. The videos are posted on Minnehaha County's website at minnehahacounty.org.

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Commissioner Kelly gave an update on the work being done by the committee studying the designation of a county image.

NEW BUSINESS

Chairman Beninga stated that the Commissioners will receive a worksheet later today for designating the 2013 liaison assignments.

MOTION by Pekas, seconded by Heiberger to adjourn into Executive session for personnel discussion. 5 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday, January 8, 2013.

APPROVED BY THE COMMISSION:

Gerald Beninga
Chairman

ATTEST:

Cynthia Jepsen
Deputy Auditor