

2/09/2016

THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. February 9, 2016, pursuant to adjournment on February 2, 2016. Commissioners present were: Barth, Bender, Beninga, Heiberger, and Kelly. Also present were Cindy Jepsen, Commission Recorder, and Kersten Kappmeyer, Chief Civil Deputy State's Attorney.

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

MINUTES APPROVAL

MOTION by Kelly, seconded by Barth, to approve the February 2, 2016, Commission Minutes. 5 ayes.

VOUCHERS TO BE PAID

MOTION by Barth, seconded by Beninga, to approve the following bills totaling \$145,921.59. 5 ayes.

A & B Business Equip	Maintenance C	83.32	A & B Business Equip	Office Equipm	72.62
Affordable Housing S	Welfare Rent	396.00	Airway Service Inc	Gas,Oil,Diese	80.66
Allied Oil & Tire Co	Truck Repair/	5,263.94	Anderson-Crane Rubbe	Heavy Eq. Rep	93.50
Arena Motel	Motels	350.00	Avera Health Informa	Medical Recor	32.10
Avera Mckennan Hospi	Hospitals	8,267.60	Avera Specialty Clin	Physicians	20.45
Barth, Jeff	Travel - Bart	193.20	Brown & Saenger	Office Suppli	135.98
Builders Supply Comp	Building Repa	222.50	Carlson, Lisa	Court Reporte	211.60
Century Business Pro	Lease-Rental	202.07	Centurylink (Qwest)	Contract Serv	2.94
Centurylink (Qwest)	Data Communic	1,243.48	Centurylink (Qwest)	Telephone	742.58
Champaign County (IL	Return Of Ser	52.00	Charles Mix County S	Return Of Ser	38.44
Christopherson, Ande	Attorney Fees	2,323.40	Cliff Avenue Auto Pa	Automotive/Sm	75.76
Clites Consulting In	Hospital Prep	2,204.55	Cole Papers, Inc.	HHS Custodial	86.48
Cole Papers, Inc.	Janitorial/Ch	59.88	Concrete Materials	Road Maint. &	-782.19
Concrete Materials	Road Material	18,725.28	Constellation New En	Natural Gas	4,753.58
Counseling Resources	Attorney Fees	1,200.00	Crew & Crew Pc	Attorney Fees	1,476.00
Cummins Central Powe	Correction Ct	745.55	Cummins Central Powe	Jail Repairs/	507.53
Cummins Central Powe	Outside Repai	2,433.12	Dakota Alignment & F	Truck Repair/	888.44
Dakota Data Shred	Office Suppli	15.00	Dakota Fluid Power,	Truck Repair/	415.22
Deans Bulk Svc Inc	Parts Invento	1,347.85	Duffy, Ryan	Attorney Fees	7,903.60
Dynamic Services Llc	Welfare Rent	1,000.00	Earthbend Llc	Maintenance C	7,000.00
EH Hospitality Llc	Motels	240.00	Emdeon Business Serv	Data Processi	49.00
Fastenal Company	Small Tools,	98.96	First Dakota Nationa	2014 HLS Grant	3,614.75
Fleetpride / Holt, I	Truck Repair/	377.94	Fonder, Roger M Db	Automotive/Sm	36.40
Fremont Industries,	Heat,Vent & A	284.38	G&W, Inc Db	Transportatio	58.73
George, Aaron	Welfare Rent	1,420.00	Golden West	Telephone	165.79
Grainger, Inc.	Small Tools,	374.18	Gritware, Llc	Maintenance C	1,701.00
HAI Inc Db	Motels	120.00	HDR Engineering Inc	Architects &	1,079.64
Hoekstra, Denise A.	Court Reporte	98.80	Hofer, Norland	Education & T	100.00
Home Federal Savings	Welfare Rent	578.32	Hy-Vee Accounts Rece	Pharmacies	10.52
Int'l Assn Of Assess	Memberships	190.00	Interstate Office Pr	Office Suppli	197.98
Interstate Office Pr	Other Supplie	137.30	JC Schultz Enterpris	Janitorial/Ch	138.80
JCL Solutions-Janito	HHS Custodial	1,262.62	Johnson, Richard L	Attorney Fees	837.90
Johnson, Richard L	Child Defense	448.20	Kading, Kunstle & Go	Child Defense	393.00
Kelly, Dick	Travel - Kell	32.00	Kriens, Mark	Business Trav	149.00
Kyra Enterprises Llc	Motels	60.00	Larson, Jeff	Attorney Fees	1,737.00
Leaf Inc.	Office Suppli	129.80	Leidholt, Phil	Education & T	60.00
Light And Siren	Vehicle Equip	2,372.44	Lundeby, Lane	Welfare Rent	700.00
Mayer, Michael P	Business Trav	185.00	Meek, David	Welfare Rent	400.00
Microfilm Imaging Sy	Maintenance C	633.00	MidAmerican Energy C	Natural Gas	6,158.20
Midwest Alarm Compan	Security Alar	60.00	Midwest Oil Company	Parts Invento	222.60
Minnehaha Community	Park/Recreati	30.00	Muller, Carol	Business Trav	32.00
Murray Properties, L	Welfare Rent	500.00	Neurology Associates	Physicians	174.77
Novak Sanitary Servi	Tea-Ellis Ran	17.85	Novak Sanitary Servi	Trash Removal	2,641.03
Okall, Langu	Child Defense	8,983.95	Pechous, Corey	Business Trav	185.00
Pheasantland Industr	Printing/Form	25.50	Qualified Presort Se	Postage	4,896.68

2/09/2016

Ries, Tom	Correction Ct	2,960.00	Salberg, Aaron	Attorney Fees	276.00
Sanford Health Plan	Expenditures	2,662.00	Sanitation Products,	Truck Repair/	838.60
SD Dept Of Revenue	Automobiles	16.20	SD Dept Of Revenue	Bulletin Boar	76.98
SD Dept Of Revenue	Coroner Fee/T	1.70	SD Dept Of Revenue	Fingerprint/T	164.86
SD Dept Of Revenue	Misc. Auditor	7.08	SD Dept Of Revenue	Misc. Dir. Eq	17.49
SD Dept Of Revenue	Misc. Informa	2.83	SD Dept Of Revenue	Misc. Treasur	9.07
SDAAO-SD Assoc Of As	Memberships	55.00	SDN Communications	Data Communic	338.00
SDN Communications	Telephone	702.00	SF Leased Housing As	Welfare Rent	687.00
Sioux Valley Energy	Electricity	339.94	Sioux Valley Energy	Road Maint. &	135.95
Sioux Valley Energy	Tea-Ellis Ran	278.89	Stronghold Counselin	Psych Evals	1,108.88
Sturdevant's Auto Pa	Automotive/Sm	81.39	Szameit, Alexandra	Interpreters	662.50
Thomas, Michael	Welfare Rent	600.00	Tires,Tires,Tires In	Automotive/Sm	252.94
Tires,Tires,Tires In	Gas,Oil,Diese	96.73	Transunion Risk & Al	Investigators	69.25
Triangle Properties	Welfare Rent	500.00	Tschetter & Adams La	Attorney Fees	6,476.89
TSP, Inc.	Jail Study/Co	2,610.00	Variety Foods Llc	Other Profess	396.27
VB Falls Park Apts	Welfare Rent	700.00	Wal-Mart Pharmacy	Pharmacies	46.09
Walgreen Co.	Pharmacies	59.29	Wall Lake Sanitary D	Water - Sewer	70.00
Waltner,Kolbeck,Scha	Attorney Fees	699.00	Weerheim, Tom	Attorney Fees	1,642.00
Westport Apts/Westpo	Welfare Rent	600.00	Westwood Ltd Ptnrshi	Welfare Rent	882.00
Wheelco Brake & Supp	Parts Invento	35.40	Wheelco Brake & Supp	Truck Repair/	3,349.11
Xcel Energy, Inc.	Electricity	530.20	Xcel Energy, Inc.	Welfare Utili	400.00

REPORTS

The Minnehaha Juvenile Detention Center Report and the Minnehaha County Sheriff's Department Report for January 2016 were received and placed on file in the Auditor's Office.

PERSONNEL

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

1. To hire Kay Peterson as Senior Property Technician (12/3) for Equalization at \$17.03/hour effective 2/15/16.
2. To accept the resignation of Melissa Buffalo, Juvenile Cultural and Equality Coordinator for the Juvenile Detention Center, effective 2/5/16.
3. To accept the resignation of Kathleen Pett-Haddock, Safe Home Program Assistant for Safe Home, effective 2/3/16.
4. To hire Taylor Court, Presley Helm, Caleb Giddings, Wesley Miller, and Richard Egsgaard as Corrections Systems Operators (9/3) for the Jail at \$14.69/hour effective 2/15/16.
5. To hire Jessica Bjorke as Correctional Officer in Training (12/3) for the Jail at \$17.03/hour effective 2/15/16.

Step Increases

1. Kyle Helseth – Director of Equalization – Equalization – 24/12 – 2/15/16 - \$3,569.60/bi-weekly
2. Michael Tuschen – Road Maintenance Team Leader – Highway – 16/14 – 2/1/16 - \$27.23/hour
3. Gail Eiesland – Senior Deputy State's Attorney – State's Attorney's Office – 22/5 – 1/28/16 - \$2,464.80/bi-weekly

NOTICES

2/09/2016

Notice was received from the Corson Pink Ladies of their intent to conduct a fundraising raffle on June 11, 2016, to raise money for people who have been diagnosed with cancer.

Notice was received of a public information meeting/open house at 7:00 p.m. on February 17, 2016, at the South Dakota Department of Transportation Area Office, 5316 West 60th Street North, Sioux Falls, SD, for Project #HP559618P, South Dakota 42 Corridor Study – Ellis Road to McCook County.

Notice was received from the Town of Sherman of their intent to conduct a fundraising raffle at the Bullet Bar on July 30, 2016, to raise money to purchase new playground equipment.

Notice was received from the Paralyzed Veterans of America of their intent to conduct a fundraising raffle at the Sanford Pentagon on May 14, 2016. The money raised will support programs and services provided to our veterans.

MOTION by Kelly, seconded by Beninga, to authorize the Auditor to publish a Notice of Hearing on March 1, 2016 for a Retail On-Off Sale Malt Beverage License and a Retail On-Off Sale Wine License for The Barn Inc. 5 ayes.

PUBLIC COMMENT

Garrick Moritz, Owner and Publisher of the Garretson Gazette, 505 Center Avenue, Garretson, SD, requested an amendment to the January 5, 2016 designation of the Garretson Gazette as an official newspapers for Minnehaha County. The amendment requested is for Minnehaha County to make payment to the Garretson Gazette at the rate of \$.331 per line, beginning with the Legals published in the January 14, 2016 edition. Mr. Moritz also stated if the Commission does not wish to grant his request, that he would like the Garretson Gazette to be replaced as a legal newspaper for the County. Chair Heiberger stated they will take his request under consideration.

Kari Benz, Human Services Director, introduced Lori Montis, the new Assistant Director of Human Services.

BRIEFING

Jean Crowe gave a briefing on the Drive to Help program, and showed a testimonial video for the program. The organization is currently recruiting volunteer drivers for Project CAR and Workers on Wheels. Lynne Keller Forbes, Executive Director for South Eastern Council of Governments, spoke on her organization's involvement in the program. For information on how to volunteer for the Drive to Help program contact Jean Crowe at 367-HELP or jean@secog.org.

POLICIES & PROCEDURES

Deferred from February 2, 2015.

DJ Buthe, Highway Superintendent, requested approval of a provision to the Minnehaha County Policies and Procedures Manual – Section V, County Purchasing. The proposed provision would allow staff more time to focus on projects without having to over-address the Commission on contract variables. It will also allow construction projects to move forward without having to wait for Commission approval on contract change orders. The proposed provision would allow the Highway Department authority to approve agreements for engineering and architect (A&E) services that are in an amount less than \$100,000. If the A&E agreements are greater than \$100,000, County Commission approval would be required. The Highway Department would have authority for amendments to the A&E agreements. All construction contracts that are in excess of the statutory bid limits would require County Commission approval. Contract change orders would be handled by the Highway Department with notification given to the Auditor's Office, the Highway Department Commission Liaison, and be included in a monthly project report provided to the Commission. MOTION by Barth, seconded by Kelly, to approve the provision to the Minnehaha County Policies and Procedures Manual – Section V, County

2/09/2016

Purchasing, with a review of the policy in December 2016. Commissioner Beninga suggested setting a dollar limit for change order authority of the Liaison and Chair, and stated he feels the Commission does need to sign off on some of the change orders. Commission Kelly stated he feels the Liaison and the Chair need to be involved, and the \$100,000 should be lowered to \$50,000. MOTION by Kelly to amend the \$100,000 down to \$50,000 and add that the Chair and Liaison will sign off on the changes from the current policy. Commissioner Bender stated if changes are going to be made to the proposed policy, she would prefer deferring action until those changes are in writing so there is no miscommunication to what they are approving. Commissioner Kelly withdrew his motion. Commissioner Barth withdrew his motion. MOTION by Barth, seconded by Bender, to defer this item until February 23, 2016. 5 ayes.

VEHICLE PURCHASE

DJ Buthe, Highway Superintendent, requested approval for the purchase of two (2) 1-Ton Chevrolet Silverado 3500 off the State of South Dakota bid contract with Billion Auto and one (1) Chevrolet Traverse off the State of South Dakota bid contract with Billion Auto. The Chevrolet Silverado trucks will be used for the roadway maintenance and bridge maintenance staff. The Chevrolet Traverse will be used by Melissa Schmidt, Engineering Specialist, for inspection of asphalt treatments, utility permit inspections, and other duties. This vehicle will also be available to all staff for errands around town and for transportation to conferences and training events within the region. MOTION by Barth, seconded by Kelly, to approve the purchase of two (2) Chevrolet Silverado 3500 trucks at the purchase price per vehicle of \$28,616 from Billion Auto, South Dakota State Contract #16866-25, and one (1) Chevrolet Traverse at the purchase price of \$26,477.00 from Billion Auto, South Dakota State Contract #16866-8A. 5 ayes.

AGREEMENTS

MOTION by Barth, seconded by Kelly, to authorize the Chair to sign the 2016 Agreement with the SD Department of Transportation for Project P000S(00)012 PCN 03DJ for striping and continuing maintenance of approximately 161 miles of Minnehaha County roads at an estimated cost to Minnehaha County of \$105,071.34. 5 ayes.

DJ Buthe, Highway Superintendent, gave a briefing on a proposal from Oertel Architects for a Facility Master Plan for the Highway Department. The proposed master plan includes existing facilities conditions assessment report with a building code analysis, space programming and general cost estimate, site analysis & recommendations, site & building design options, preliminary construction budgets, final site and building schematic plans, construction phasing plan, and presentation of findings to the Building Committee and County Commission. The total fee for the work is not to exceed \$31,575. MOTION by Kelly, seconded by Barth, to authorize the Chair to sign the professional services agreement between Minnehaha County and Oertel Architects, Ltd., for Highway Department Facility Master Plan in an amount not to exceed \$31,575. 5 ayes.

POLLING LOCATIONS

Robert Litz, Auditor, presented a resolution in accordance with SDCL 12-14-1 establishing record of the 2016 Minnehaha County designated polling places. MOTION by Barth, seconded by Bender, to approve Resolution MC16-5. 5 ayes.

RESOLUTION MC 16-5

ESTABLISH RECORD OF 2016 MINNEHAHA COUNTY DESIGNATED POLLING PLACES

WHEREAS, pursuant to SDCL 12-12-1 the County Auditor shall give notice of all designated polling places prior to any election he or she is charged with conducting, and

2/09/2016

WHEREAS, the Minnehaha County Auditor's Office intends to make a record of all designated polling places in the County for 2016 elections, now

THEREFORE BE IT RESOLVED BY the Minnehaha County Commission that the following locations will serve as polling locations in 2016, with all precinct boundaries remaining the same:

<u>Precinct #:</u>	<u>Precinct Location:</u>	<u>Precinct Address:</u>
01-02	St. Mark's Lutheran Church	2001 South Elmwood Ave., SF
01-03	O'Gorman High School	3201 S. Kiwanis Ave., SF
01-04/05	Active Generations	2300 West 46 th Street, SF
01-06	Sunnycrest United Methodist Church	4801 W. 41 st Street, SF
01-08	Kuehn Park Community Center	2801 South Valley View Road, SF
01-09	Peace Lutheran Church	5509 West 41 st Street, SF
01-10	Sioux Falls First Church	6300 W. 41 st Street, SF
01-17	R. F. Pettigrew Elementary School	7900 W. 53 rd Street, SF
02-01	VFW Post 628	3601 S. Minnesota Avenue, SF
02-02	Ronning Branch Library	3100 East 49 th Street, SF
02-03	Morningside Community Center	2400 S. Bahnson Avenue, SF
02-04	Church of the Holy Apostles	1415 S. Bahnson Avenue, SF
02-06	Westminster Presbyterian Church	3801 E. 26 th Street, SF
02-07	Lord of Life Lutheran Church	2600 S. Sycamore Avenue, SF
02-08	Avera Prince of Peace Community	4513 Prince of Peace Lane, SF
02-09	Gloria Dei Lutheran Church	5500 E. 57 th Street, SF
02-14	John Harris Elementary School	3501 E. 49 th Street, SF
03-05	Sioux Falls Arena	1201 N. West Avenue, SF
03-06	Augustana Lutheran Church	235 N. Prairie Avenue, SF
03-07	Oyate Community Center (Garfield)	2421 W. 15 th Street, SF
03-08	Trinity Baptist Church	2400 West 18 th Street, SF
03-09	Girl Scouts-Dakota Horizons	1101 South Marion Road, SF
03-10	Memorial Middle School	1401 S. Sertoma Avenue, SF
03-11	Church at the Gate	6820 West 26 th Street, SF
03-12	MariCar Community Center (Hayward)	400 N. Valley View Road, SF
03-14	Career Technical Education	4700 W. Career Circle, SF
03-15	Saint Michael's Catholic Church	1600 South Marion Road, SF
03-16	Memorial Middle School	1401 S. Sertoma Avenue, SF
03-17	Prairie West Library	7630 W. 26 th Street, SF
04-01/05-15	Sioux Falls Main Library	200 N. Dakota Avenue, SF
04-02	Emmanuel Baptist Church	405 South Mable Avenue, SF
04-03	Terry Redlin Elementary School	1721 East Austin Street, SF
04-04	Wesley United Methodist Church	1700 East 6 th Street, SF
04-05	Fire Station #7	1100 East Benson Road, SF
04-06	Laura B Anderson School	1600 N. Wayland Avenue, SF
04-07/08	Kenny Anderson Community Center	3901 E. 3 rd Street, SF
04-09	Grace Lutheran Church	3300 E. 18 th Street, SF
04-10	St. Lambert's Catholic Church	1000 S. Bahnson Avenue, SF
04-11	Wild Flower Presbyterian Church	4800 East 6 th Street, SF
04-12	Hilltop United Methodist Church	1312 S. Bahnson Avenue, SF
05-01/02	First Lutheran Church	327 S. Dakota Avenue, SF
05-03	Zion Lutheran Church	1400 S. Duluth Avenue, SF
05-04	DakotAbilities (Former Longfellow)	1116 South 4 th Avenue, SF
05-06	Hope Lutheran	1700 S. Cliff Avenue, SF
05-07	All Souls Church	2222 S. Cliff Avenue, SF

2/09/2016

05-08	Instructional Planning Center	201 East 38 th Street, SF
05-09	Our Savior's Lutheran Church	909 West 33 rd Street, SF
05-10	First Presbyterian Church	2300 S. West Avenue, SF
05-11	Volunteers of America	1309 W. 51 st Street, SF
05-12	Instructional Planning Center	201 East 38 th Street, SF
05-13	Instructional Planning Center	201 East 38 th Street, SF
05-14	Christ The King Church	1501 W. 26 th Street, SF
05-17	Asbury United Methodist Church	2425 South Western Avenue, SF
05-18	Faith Family Church	127 N. Spring Avenue, SF
VP-01	Valley Springs American Legion Club	615 Broadway, Valley Springs
VP-02	Split Rock Fire Station	7201 East Highway 42, SF
VP-03	Brandon Municipal Golf Course (Ward 3)	2100 E. Aspen Blvd., Brandon
VP-04	Mapleton Township Hall	25750 476 th Avenue, SF
VP-05	Brandon City Hall (Ward 1)	304 Main Street, Brandon
VP-06	MariCar Community Center (Hayward)	400 N. Valley View Road, SF
VP-07	Hartford City Hall	125 N. Main Avenue, Hartford
VP-08	Humboldt Community Center	201 S. Main, Humboldt
VP-09	Baltic Elementary Gymnasium	500 3 rd Street, Baltic
VP-10	Garretson Senior Citizens Center	528 Main Avenue, Garretson
VP-11	Lutheran Church of Dell Rapids	701 Orleans Avenue, Dell Rapids
VP-12	Dale Heesch Farm	24883 481 st Avenue, Dell Rapids
VP-13	Taopi Community Hall	102 E. 3 rd Street, Colton
VP-15	Brandon Fire Station Ward 2	401 N. Sioux Boulevard, Brandon
VP-16	Crooks Community Center	701 South West Avenue, Crooks
VP-17	Wall Lake Township Hall	26452 463 rd Avenue, Hartford
VP-21	Lutheran Church of Dell Rapids	701 Orleans Avenue, Dell Rapids

Dated this 9th day of February, 2016

APPROVED BY THE COMMISSION:

Cindy Heiberger
Commission Chair

ATTEST: Bob Litz, Auditor

Cynthia Jepsen
Deputy Auditor

LEGISLATIVE UPDATE

Robert Wilson, Assistant Commission Administrative Officer, gave an update and status report of the 2016 Legislative Session on bills that impact Minnehaha County.

MOTION by Kelly, seconded by Barth, to adjourn into executive session for personnel and contract discussions. 5 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday February 16, 2016.

APPROVED BY THE COMMISSION:

2/09/2016

Cindy Heiberger
Chairperson

ATTEST:

Cynthia Jepsen
Deputy Auditor