

3/08/2016

THE MINNEHAHA COUNTY COMMISSION CONVENE AT 9:00 A.M. March 8, 2016, pursuant to adjournment on March 1, 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 Bender, to approve the agenda. 5 ayes.

MINUTES APPROVAL

MOTION by Beninga, seconded by Bender, to approve the March 1, 2016, Commission Minutes. 5 ayes.

VOUCHERS TO BE PAID

MOTION by Barth, seconded by Bender, to approve the following bills totaling \$709,159.65. 5 ayes.

A & B Business Equip	Lease-Rental	336.54	A & B Business Equip	Maintenance C	71.69
Airway Service Inc	Automotive/Sm	258.80	Airway Service Inc	Gas,Oil,Diese	40.13
Aka Properties Llc	Welfare Rent	500.00	American Institute O	Lab Costs	1,280.00
Architecture, Inc.	Outside Repai	127.50	Armor Correctional H	Contract Ser	205,528.65
At & T	Safety & Resc	43.04	Avera McKennan Hospi	Blood Withdra	74.00
Avera McKennan Hospi	Hospitals	8,731.34	Bechtel, Dave	Welfare Rent	595.00
Bradfield, Matt Db	Maintenance C	70.00	Breit Law Offices, P	Attorney Fees	366.20
Brown & Saenger	Office Suppli	54.98	Builders Supply Comp	Repair/Renova	3,595.00
Bureau Of Informatio	Telephone	24.00	C & J Inc Db	Trash Removal	315.00
Canda Properties Llc	Welfare Rent	500.00	CBM Managed Services	Board Of Pris	35,517.25
Certified Languages	Interpreters	36.30	Christopherson, Ande	Attorney Fees	2,971.60
Clarity Telecom Llc	Telephone	63.54	Clites Consulting In	Hospital Prep	2,050.00
Computer Forensic Re	Other Profess	480.00	Constellation New En	Natural Gas	7,357.50
Cook Huber, Kerri	Attorney Fees	94.59	Dakota Cemetery Mgmt	Burials	2,500.00
Dakota Embalming & T	Transportatio	90.00	Dedula, Carla F	Court Reporte	1,672.00
Double H Paving Inc	Snow Removal	1,631.75	Dubbe, Scott	Education & T	140.00
Duffy, Ryan	Attorney Fees	3,940.30	Edmunds County Sheri	Board Of Pris	200.00
Engbrecht, Roger	Welfare Rent	500.00	First Dakota Nationa	2014 HLS Grant	3,614.75
G & R Controls Inc	Heat,Vent & A	1,111.23	Galls/Quartermaster	Safety & Resc	263.03
Goebel Printing, Inc	Office Suppli	89.28	Goosman Law Firm, Pl	Child Defense	1,349.04
Grimms Pump & Indust	Heat,Vent & A	516.04	Guarantee Roofing Of	Coliseum Main	385.97
Gunner, Andrea	Court Reporte	181.00	Guzman, Sandra V.	Interpreters	25.00
Hanson, Michael W.	Attorney Fees	2,268.90	Heidepriem, Purtell	Attorney Fees	1,273.69
Heritage Funeral Hom	Burials	1,000.00	Hoekstra, Denise A.	Court Reporte	159.60
Holiday Credit Offic	Automotive/Sm	42.09	Howe Heating & Plumb	Repair/Renova	681.61
Huls, Thomas	Sign Deposits	50.00	Hurtgen, Timothy T/P	Welfare Rent	940.00
Infrastructure Desig	Architects &	6,318.78	Interstate Office Pr	Furniture & O	225.00
Interstate Office Pr	Office Suppli	177.90	Intoximeters, Inc.	Testing Suppl	690.00
ISS Facility Svcs-Mi	Contract Serv	12,658.00	Johnson, Janelle	Sign Deposits	50.00
Johnson, Richard L	Attorney Fees	207.00	Kalb, Wilbur	Fairgrounds	80,000.00
Katterhagen, Mark	Bd Exp. Fees	15.00	Kennedy, Pier, Knoff	Attorney Fees	473.30
Kennedy, Renee S	Court Reporte	2,353.40	Language Line Servic	Interpreters	644.23
Language Line Servic	Telephone	235.37	Laughlin, Nicole	Attorney Fees	1,632.19
Leonard, Llp	Welfare Rent	385.00	Lewno, Lucy	Bd Exp. Fees	222.49
Lift Pro Equipment C	Other Repairs	1,293.85	Lutheran Social Svcs	Alternatives	3,778.32
MidAmerican Energy C	Natural Gas	5,198.42	Mills & Miller Inc	Road Material	46,011.87
Minnehaha Community	Park/Recreati	30.00	Northeast Investment	Welfare Rent	1,195.00
Northern Truck Equip	Trucks/Tract	158,908.00	Oconnor Company	Heat,Vent & A	125.87
Paramedics Plus-Siou	Transportatio	1,650.00	Pharmchem Inc	Testing Suppl	400.00
Prostrollo, Casey D	Welfare Rent	900.00	Quality Efficienc	Welfare Rent	700.00
Redwood Toxicology L	Testing Suppl	2,160.00	Reliance Telephone I	Telephone	5.22
Sam's Club - Members	Child Care It	85.26	Sam's Club - Members	Office Suppli	29.80
Sam's Club - Members	Other Profess	1,724.12	Sam's Club - Members	Other Supplie	189.89
Sam's Club - Members	Supplemental	245.73	Sandate, Cruz	Attorney Fees	20.00
Sanford Laboratories	Lab Costs	368.57	Sanner, Melanie	Office Suppli	15.00

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SD Assn Of County Co	Business Trav	250.00	SD Assn Of County Co	Travel - Bart	100.00
SD Assn Of County Co	Travel - Bend	100.00	SD Assn Of County Co	Travel - Kell	100.00
SD Dept Of Revenue	Bulletin Boar	161.49	SD Dept Of Revenue	Coroner Fee/T	0.57
SD Dept Of Revenue	Fingerprint/T	154.10	SD Dept Of Revenue	GIS Revenue	2.55
SD Dept Of Revenue	Lab Costs	140.00	SD Dept Of Revenue	Misc Auditor	7.47
SD Dept Of Revenue	Misc Dir Equa	12.37	SD Dept Of Revenue	Misc Treasure	26.97
SD Human Services Ce	Clinics - Aux	23.60	SF Leased Housing As	Welfare Rent	479.00
Sioux Valley Energy	Electricity	322.46	Sioux Valley Energy	Road Maint &	134.57
Sioux Valley Energy	Tea-Ellis Ran	247.69	Sioux Valley Energy	Welfare Utili	278.00
Skorczewski, Jena	Court Reporte	119.60	Sodaktac.Com	Communication	319.95
Sodaktac.Com	Uniform Allow	16.19	Sprint	Telephone	7.30
St Francis House	Welfare Rent	303.00	Stoney Creek Townhom	H.S. Donation	1,383.00
Swanda, Karen	Bd Exp. Fees	15.00	Szameit, Alexandra	Interpreters	248.24
Thornton Carpets/Flo	Repair/Renova	2,812.00	Timekeeping Systems,	Lease-Rental	1,025.00
Tires,Tires,Tires In	Automotive/Sm	58.97	Tires,Tires,Tires In	Gas,Oil,Diese	139.23
Triangle Properties	Welfare Rent	600.00	Turning Leaf Llc	Welfare Rent	400.00
Tyler Technologies I	Education & T	2,360.00	Ultramax	Ammunition	6,963.00
Variety Foods Llc	Other Profess	454.78	VB Falls Park Apts	Welfare Rent	600.00
VOA Dakotas / Pettig	Welfare Rent	596.00	Wal-Mart Pharmacy	Pharmacies	581.32
Waltner,Kolbeck,Scha	Attorney Fees	6,660.81	Waste Management Of	Trash Removal	244.60
Weerheim, Tom	Attorney Fees	988.60	Weiland & Assoc Inc	Jury Fees	153.24
Westwood Ltd Ptnrshi	Welfare Rent	600.00	Wilka & Welter Llp	Attorney Fees	46.99
Woodall, Kristin A	Court Reporte	700.00	Xcel Energy, Inc	Electricity	48,329.90
Xcel Energy, Inc	Welfare Utili	300.00	Yankton County Treas	Attorney Fees	813.75
Zahrbock Kool, Tress	Attorney Fees	1,747.83			

REPORT

The Annual Report for Minnehaha County as of and for the Year Ended December 31, 2015 was received. The report will be published in the Minnehaha County legal newspapers.

The Auditor's Account with the County Treasurer as of February 29, 2016, was received and placed on file in the Auditor's Office.

On Deposit in Banks	
Interest-bearing open account	23,812,130.37
US Bank (Cash with Trustee)	7,899,918.75
CD's and savings	15,000,000.00
Cash	22,278.75
Checks/drafts in Treasurer's possession for more than 3 days	5,501.25
Total Cash On Hand	46,739,829.12
Total Reconciled AS/400 Cash Balance	46,739,829.12

PERSONNEL

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

1. To hire Jonathan Kayl as seasonal Grounds Worker for Facilities at \$12.00/hour effective 3/2/16.
2. To end the variable hour employment of Jessica Madson as Clerical Worker for Human Resources effective 3/4/16.
3. To accept the resignation of Jennifer Stanley as Correctional Officer for the Jail effective 3/16/16.
4. To end the variable hour employment of Quentin Struble as Correctional Officer for the 24/7 Program effective 2/26/16.

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5. To hire Jason Lone Hill and Cory Hartley as Deputy Sheriffs (16/4) for the Sheriff's Office at \$21.27/hour effective 3/14/16.
6. To extend Military Leave without pay for Joseph Eining, Juvenile Caseworker (17/18) for the Juvenile Detention Center, from 3/10/16 to 3/14/16.
7. To promote Mary Zeeb from Accountant to Property Tax Administrator (19/8) for the Auditor at \$27.23/hour effective 3/7/16.

Step Increases

1. Roger Stansell – Road Maintenance Supervisor – Highway – 19/14 – 1/17/16 - \$31.58/hour
2. Kristi Jones – Deputy Public Advocate – Public Advocate's Office – 21/8 – 3/2/16 - \$2,404.80/bi-weekly
3. Bojan Salihagic – Deputy Sheriff – Sheriff's Office – 16/6 – 2/28/16 - \$22.35/hour
4. Albert Chagolla – Juvenile Correctional Officer I – Juvenile Detention Center – 12/4 – 3/4/16 - \$17.46/hour

ABATEMENTS

Motion by Beninga, seconded by Barth, to approve abatement of 2015 property taxes representing the Elderly Assessment Freeze for the following: RDID 23120, \$443.46; RDID 32851, \$70.74; RDID 35971, \$650.64; RDID 43299, \$792.03; RDID 50751, \$240.04; RDID 58142, \$636.95. 5 ayes.

NOTICES

A notice of was received from Dakota Trout Unlimited of their intent to conduct a fundraising raffle on April 16, 2016 to benefit various conservation and educational projects.

MOTION by Kelly, seconded by Bender, to authorize the Auditor to post a Notice of Hearing on March 22, 2016, to consider 2015 Carryovers and 2016 Supplements in the amount of \$470,665.11 in the General Fund and \$1,743,823.35 in the Special Revenue Funds. 5 ayes.

MOTION by Kelly, seconded by Barth, to authorize the Auditor to publish a Notice to Bidders for Highway Department Project MC-149-Reconstruction. 5 ayes.

LIEN COMPROMISE

Robert Wilson, Assistant Commission Administrative Officer, gave a briefing on a request for compromise of lien for DPNO 65250 in the amount of \$1,649.87. The lien is for Human Services assistance provided between 2007 and 2009. No payments have been received on the account. The applicant is applying for Habitat for Humanity home ownership assistance and needs to have the lien resolved in order to complete the application process. The earliest opportunity for her to be considered for the program will be in 2017, with homeownership possible in 2018. The applicant lists an annual income of \$24,924. She lists assets in the amount of \$160 that include a 2001 Pontiac Bonneville, \$20 in cash, \$15.00 in a checking account, and household goods. Her debts total \$7,710 owed to US Bank, Great Western Bank, Costello Property, credit card debt, and various other outstanding accounts. She is requesting a compromise and release of the lien in full upon payment of \$300.00.

Commissioners recommended the applicant begin making payments and re-submit an application for a compromise that includes a copy of her tax return. The applicant was also encouraged to get credit counseling. MOTION by Beninga, seconded by Barth, to deny the request for compromise of lien for DPNO 65250. 5 ayes.

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AGREEMENT

Robert Wilson, Assistant Commission Administrative Officer, gave a briefing on an agreement between Minnehaha County and the City of Sioux Falls authorizing the City's use of a portion of the County-owned parking lot connected to the County Corrections Center (CCC) located at 1900 W. Russell St., Sioux Falls, SD. The agreement would grant the City access to the property for a two year period. Initially the City will use the space as a staging area for construction of a new facility being built on adjacent city-owned property. Later it will be available for overflow parking for the new facility. The City will assume the cost of installing a fully enclosed and covered outdoor recreation area on the north side of the CCC facility to ensure sight-separation between CCC inmates and the workers and guests at the new facility. Darrin Smith, City of Sioux Falls Community Development Director, stated the agreement would give the new development approximately a year to determine their long-term parking needs. Mr. Smith also said that after this agreement is executed the City would be very happy to work with the County on future plans they may have for the property. Mike Milstead, Minnehaha County Sheriff, spoke in support of the agreement. MOTION by Beninga, seconded by Bender, to authorize the Chair to sign the two year agreement between Minnehaha County and the City of Sioux Falls for the City's use of a portion of the parking lot connected to the County Community Corrections Center, 1900 W. Russell St., Sioux Falls, SD. 5 ayes.

Mark Kriens, Assistant Facilities Director, gave a briefing on a professional services agreement between Minnehaha County and Architecture Incorporated for the Minnehaha County Administration Building roof replacement. Architecture Incorporated will provide specifications, plan drawings, bid documents, and construction administration at a cost of \$10,000. MOTION by Beninga, seconded by Kelly, to authorize the Chair to sign the professional services agreement in the amount of \$10,000 between Minnehaha County and Architecture Incorporated for the roof replacement on the Minnehaha County Administration Building. 5 ayes.

HIGHWAY BIDS

DJ Buthe, Highway Superintendent, requested authorization to purchase mastic repair material off of a bid awarded by the State of South Dakota Department of Transportation to Brock White Co., LLC in the amount of \$0.645/lb. MOTION by Kelly, seconded by Bender, to authorize the purchase of mastic repair material from Brock White Co., Contract #16908 awarded by the State of South Dakota Department of Transportation. 5 ayes.

DJ Buthe, Highway Superintendent, requested authorization to purchase metal pipe (culverts) and bridge materials off of a bid awarded by Beadle County to True North Steel on January 5th, 2016. The price list will be available until January 4, 2017. MOTION by Kelly, seconded by Bender, to authorize the purchase of metal pipe (culverts) and bridge materials from True North Steel off a contract competitively bid and awarded by Beadle County. 5 ayes.

DJ Buthe, Highway Superintendent, reported on the 2016 Annual Highway Department Materials bid letting. Bids were received for five proposal items from the following companies: Jebro, Inc., Concrete Materials, Mryl & Roy's Paving, Inc., Diesel Machinery, Inc., Equipment Blades, Inc., RDO Equipment Co., Titan Machinery, Winter Equipment Company, BlackStrap Inc., Cargill, Central Salt, LLC, Compass Minerals America, Inc., Johnson Feed, Inc., Mills & Miller, Inc., and Nebraska Salt & Grain Company. Mr. Buthe recommended the following bid awards: Proposal #1, Medium Curing Cutback Asphalt (MC70), Jebro Inc.; Proposal #2, Hot Mix Asphalt Concrete Pavement, Concrete Materials, Inc.; Proposal #3, Snowplow and Motor Grader Blade Cutting Edges, Diesel Machinery, Inc.; Proposal #4, Abrasive and Salt Mixture (Salt Sand), Concrete Materials, Inc.; Proposal #5, Rock Salt and Transportation, Black Strap, Inc. MOTION by Bender, seconded by Kelly, to award the bids as recommended. 5 ayes.

Commissioner Heiberger recused herself from the next agenda item and passed the gavel to Commissioner Beninga. Commissioner Heiberger left the meeting.

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AGREEMENT

DJ Buthe, Highway Superintendent, gave a briefing on a contract with Tetonka L.L.P. in the amount of \$54,750.00 to mitigate impacting 1.09 acres of existing wetlands and purchase 4.18 Functional Capacity Units of jurisdictional wetlands associated with the 5.5 mile reconstruction project on Highway 149 extending north of Hartford. Tetonka L.L.P. will assume 100% of the risk and compliance with the US Army Corps of Engineer's requirements, monitoring, and reporting. Paul Heiberger, Hartford, SD, and owner of Tetonka, spoke on the development and operation of a wetland mitigation bank. MOTION by Barth, seconded by Bender, to authorize the Chair to sign the Wetlands Functional Capacity Unit Credits Purchase Contract between Minnehaha County and Tetonka, L.L.P. in the amount of \$54,750. 4 ayes.

Commissioner Heiberger rejoined the meeting. Commissioner Beninga passed the gavel to Commissioner Heiberger.

PURCHASING POLICY

Deferred from February 9, 2015.

DJ Buthe, Highway Superintendent, presented updated proposed revisions to the Minnehaha County Purchasing Manual. The proposed revisions allow some agreements and amendments for architect and engineering services and some change orders to construction contracts to be approved by the Highway Superintendent and/or Highway Superintendent, Commission Liaison, and Commission Chair, if the dollar amount is below an established threshold. The Commission will be provided a monthly report on all agreements, amendments, and change orders that are approved. The proposed revisions are in line with current state purchasing statutes and federal project streamlining standards. MOTION by Kelly, seconded by Barth, to approve the revisions to the Minnehaha County Policies and Procedures Manual – Section V, County Purchasing. 5 ayes.

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.

PROCLAMATION

Robert Wilson, Assistant Commission Administrative Officer, read the 2016 St. Patrick's Day Proclamation. Commissioner Kelly will read the proclamation during the painting of the shamrock ceremony at 11:30 on Saturday, March 12, 2016. MOTION by Kelly, seconded by Bender, to issue the 2016 Annual St. Patrick's Day Proclamation for O'Minnehaha County. 5 ayes.

LIAISON REPORT

Commissioner Heiberger reported that she attended the Legislative NACo Conference in Washington D.C. She will be presenting a report on the conference next week.

OLD BUSINESS

Commissioner Kelly commented on an article in the Argus Leader regarding the 24/7 program.

MOTION by Bender, seconded by Barth, to adjourn into executive session for personnel. 5 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday March 15, 2016.

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APPROVED BY THE COMMISSION:

Cindy Heiberger
Chair

ATTEST:

Cynthia Jepsen
Deputy Auditor