

04/11/2017

THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. April 11, 2017, pursuant to adjournment on April 4, 2017. Commissioners present were: Barth, Bender, Beninga, Heiberger, and Karsky. Also present were Olivia Larson, 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 Heiberger, seconded by Karsky, to approve the April 4, 2017, Commission Minutes. 5 ayes.

#### VOUCHERS TO BE PAID

MOTION by Barth, seconded by Bender, to approve the following bills totaling \$3,789,104.58. 5 ayes.

A & B Business Solut	Maintenance C	94.25	A & B Business Solut	Office Equipm	74.07
A & B Business Solut	Program Activ	4,392.00	A Bar K Inc	Automotive/Sm	10.18
A Bar K Inc	Heavy Eq Rep	16.25	A-1 Septic	Automotive/Sm	222.50
Airgas Inc	Gas,Oil,Diese	58.61	Airgas Inc	Small Tools	22.54
Airway Service Inc	Automotive/Sm	4,828.85	Airway Service Inc	Gas,Oil,Diese	91.01
Allied Oil & Tire Co	Truck Repair	39.50	Amazon/Syncb	Office Suppli	234.61
Amazon/Syncb	Other Supplie	58.31	Anderson Jones Corco	Burials	2,000.00
Anderson, Scott A	Business Trav	125.00	Anesthesia Physician	Physicians	234.50
Argus Leader Adver	Advertising	718.00	Argus Leader Adver	Publishing Fe	7,718.94
Association Of SD Mu	Program Activ	172.00	Avera Health Informa	Clinics Aux	52.50
Avera Health Plans I	Cobra Insuran	992.67	Avera McKennan Hospi	Blood Withdra	78.00
Avera McKennan Hospi	Hospitals	17,321.72	B&J Properties LLC	Welfare Rent	500.00
Barnett-Lewis Funera	Burials	2,000.00	Beck, Jeffrey R	Child Defense	498.20
Benco Products Inc	Truck Repair	170.00	BK Holdings LLC	Welfare Rent	600.00
Blackstrap Inc	Road Material	11,043.83	Boyer Trucks Sioux F	Automotive/Sm	368.38
Boyer Trucks Sioux F	Truck Repair	453.03	Brentwood Apartments	Welfare Rent	600.00
Breuer, Steve	Extradition	69.00	Brown & Saenger	Notary Exp	30.50
Building Sprinkler	Maintenance C	219.83	Building Sprinkler	Other Profess	270.00
Buthe, DJ	Business Trav	69.00	Buthe, DJ	Education	680.00
Butler Law Office PC	Child Defense	1,898.90	C&R Supply Inc	Truck Repair	29.12
Campbell Supply Co I	Automotive/Sm	42.99	Campbell Supply Co I	Truck Repair	15.96
Carroll Institute	IVC Housing	9,277.50	Cartridge World	Office Suppli	1,099.92
CBM Managed Services	Board Of Pris	25,833.23	CBM Managed Services	Inmate Suppli	282.97
Century Business Pro	Furniture	4,626.00	Century Business Pro	Lease-Rental	638.48
Centurylink QC	Data Communic	1,239.00	Chagolla, Albert	Interpreters	120.83
Chapin, Ashlee	Welfare Rent	500.00	Childrens Inn	Other Miscell	4,762.78
Christopherson Ander	Attorney Fees	423.00	Clites Consulting In	Hospital Prep	2,171.62
Compass Center	Other Miscell	1,589.45	Cornay, Tanner	Education	204.00
Counseling Resources	Attorney Fees	950.00	Dakota Fluid Power I	Heavy Eq Rep	20.30
Dakota Fluid Power I	Truck Repair	109.13	Dakota Forensic Cons	Other Profess	600.00
Dakota News Inc	Store Invento	74.60	Dakota Riggers & Too	Truck Repair	71.68
Dammer, Terry	Sign Deposits	50.00	Deans Bulk Svc	Parts Invento	2,209.00
Duffy, Ryan	Attorney Fees	847.80	Dust Tex Service Inc	Janitorial/Ch	70.92
EH Hospitality LLC	Motels	1,980.00	Eich Law Office LLC	Attorney Fees	2,898.94
Eimers Real Estate H	Welfare Rent	500.00	Erpenbach, John E	Recruitment	675.00
Exhaust Pros Of Siou	Automotive/Sm	532.00	Family Connection	Welfare Rent	375.00
Family Visitation Ct	Other Miscell	4,762.78	First Dakota Title	Parking	10,000.00
Fitch & Associates	Other Profess	7,840.00	Fleetpride Holt I	Truck Repair	221.04
Force America Distri	Truck Repair	35.99	Fremont Water Soluti	Janitorial/Ch	562.70
G&G Mfg & Souvenir	Store Invento	136.09	Garretson Community	Ambulance Ser	12,500.00
Gary Cones Amoco B/P	Transportatio	40.44	George, Aaron	Welfare Rent	500.00
Golden West	Telephone	226.57	Goodge, Adam	Store Invento	347.00
Graham Tire Co North	Truck Repair	2,803.78	Great Plains Psychol	Psych Evals	3,248.25
Gunner, Andrea	Court Reporte	135.00	Guzman, Sandra V	Interpreters	275.00
Hall, Vien V	Interpreters	50.00	Hanson, Matt	Sign Deposits	50.00
Hartford Fire & Resc	Hartford FD	34,232.00	Hayes, Lina	Interpreters	57.47

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Heartland Paper Co	Inmate Suppli	157.47	Heartland Paper Co	Janitorial/Ch	274.75
Heartland Paper Co	Kitchen/Clean	130.95	High Point Networks	Maintenance C	5,382.00
HMN Hardware Inc	Automotive/Sm	16.17	Horn Law Office Prof	Attorney Fees	412.20
HP Co Hewlett	Data Processi	750.00	HP Co Hewlett	Data Processi	360.00
Huebner, Dave	Program Activ	100.00	Humboldt Fire & Ambu	Ambulance Ser	12,500.00
Humboldt Fire Dept	Humboldt FD	17,794.50	HyVee Accounts Recei	Pharmacies	588.87
I State Truck Center	Truck Repair	70.04	Ibe Inc	Maintenance C	295.00
Inter-Lakes Communit	Other Miscell	2,000.00	Interstate Office Pr	Furniture	1,090.00
Interstate Office Pr	Office Suppli	1,330.99	ISI LLC	Interpreters	45.00
JCL Solutions	Janitorial/Ch	44.91	JCL Solutions	Kitchen/Clean	2,712.88
Jefferson Lines	Transportatio	1,272.00	Karsky, Dean	Travel Kars	27.00
Katterhagen, Mark	Bd Exp Fees	15.00	King, Jennifer	Welfare Rent	375.00
Konda, Yousif	Interpreters	50.00	Konechne, Francis	Business Trav	176.00
Kull, Lisa	Court Reporte	156.40	Kyra Enterprises LLC	Motels	555.00
Lacey Rentals Inc	Lease-Rental	108.00	Laughlin, Nicole	Attorney Fees	94.00
Lewno Law Office	Bd Exp Fees	148.96	Ljunggren, Tim	Sign Deposits	50.00
Loving, Philip	Bd Evaluation	1,740.00	Luther, Jeff	Medical Direc	2,500.00
Lyons Fire Dept	Lyons FD	6,473.50	Madison Apartments L	Welfare Rent	600.00
Martinell, Charles	Work Mileage	199.08	McCarthy, John	Sign Deposits	50.00
Meadowland Apts	Welfare Rent	776.00	Medstar Paramedic In	Transportatio	400.00
Menards	Bldg/Yard Rep	22.04	Menards	Water Sewer	99.00
Metro Communications	Clinics Aux	120.00	Metro Communications	Other Miscell	26,179.67
Michaels Purple Petu	Building Repa	95.00	Microfilm Imaging Sy	Furniture	265.00
Microfilm Imaging Sy	Lease-Rental	405.00	Midamerica Energy C	Natural Gas	2,027.77
Midwest Alarm Co	Security Alar	266.86	Minn Cnty Prisoner A	Prisoner/Bond	25.10
Minnehaha Community	Park/Recreati	30.00	Minnehaha Community	Tea-Ellis Ran	30.00
Multicultural Center	Interpreters	330.00	Murray Properties L	Welfare Rent	1,090.00
Napa Auto Parts Of S	Small Tools	369.98	Neve's Uniforms	Uniform Allow	228.79
Nold, Nancy	Welfare Rent	900.00	Norberg Paints Inc	Plumbing & We	18.15
Norberg Paints Inc	Program Activ	144.90	Nordstroms Auto Recy	Automotive/Sm	110.00
Northern Truck Equip	Truck Repair	537.14	Novak Sanitary Servi	Tea-Ellis Ran	83.58
Novak Sanitary Servi	Trash Removal	2,842.50	Orson Law Firm	Attorney Fees	283.96
Oreilly/First Call A	Automotive/Sm	48.35	Oreilly/First Call A	Education	284.85
Oreilly/First Call A	Truck Repair	8.98	Overhead Door Co	Building Repa	150.00
Pfeifer Implement Co	Heavy Eq Rep	278.42	Pheasantland Industr	Inmate Suppli	900.00
Pheasantland Industr	Printing/Form	1,070.60	Prahm Construction I	Contracted Co	82,434.25
Pride Neon Inc	Small Tools	98.00	Pride Neon Inc	Truck Repair	40.00
Qualified Presort Se	Postage	8,636.87	Quality Efficiencies	Motels	1,000.00
RDO Equipment Co	Heavy Eq Rep	3,322.83	Redi Towing	Investigators	115.00
Renner Fire Rescue	Renner FD	14,116.00	Rock Mills Inc	Welfare Rent	500.00
Rocket Software Inc	Maintenance C	6,985.24	Rx Outreach	Pharmacies	84.00
Safe Home Ltd Ptnrsh	Notes Rec Sf	-2,552.41	Safe Home Ltd Ptnrsh	Other Misc R	-1,041.68
Safe Home Ltd Ptnrsh	Rent Subsidie	10,803.00	Sanford Clinic Fi	Other Miscell	24,440.18
Sanford Hospital	Blood Withdra	100.00	Sanford Hospital	Hospitals	740.86
Sanford Hospital Med	Clinics Aux	10.25	Sanitation Products	Truck Repair	1,057.54
Schmidt, Melissa	Business Trav	75.00	Schoeneman Bros Co	Program Activ	755.50
Schuster, Paul	Education	60.06	SD Assn Of County Co	Catastrophic	11,548.00
SD Assn Of County Of	Education	175.00	SD Dept Of Public Sa	Other Miscell	101.00
SD Dept Of Revenue	Amounts He 3,	162,236.00	SD Dept Of Revenue	Bulletin Boar	172.72
SD Dept Of Revenue	Commitment	24,586.87	SD Dept Of Revenue	Commitment	1,140.00
SD Dept Of Revenue	Coroner Fee/T	2.44	SD Dept Of Revenue	Fingerprint/T	329.27
SD Dept Of Revenue	Misc Auditor	8.97	SD Dept Of Revenue	Misc Dir Eq	24.81
SD Dept Of Revenue	Misc Plannin	0.17	SD Dept Of Revenue	Misc Treasur	9.51
SD Dept Of Revenue	Store Sales	119.27	SD Human Services Ce	Clinics Aux	69.60
SD Human Services Ce	Other Profess	600.00	SD Secretary Of Stat	Education	330.00
SD Secretary Of Stat	Notary Exp	60.00	SDN Communications	Data Communic	338.00
SDN Communications	Telephone	702.00	Servall Towel & Line	Janitorial/Ch	1.25
Servall Towel & Line	Program Activ	102.96	Severance, Crystal	Other Misc R	300.00
Sheehan Mack Sales	Truck Repair	297.14	Sherwin Williams	Bldg/Yard Rep	28.21
Shi International Co	Software	4,655.28	Shopko Pharmacy	Pharmacies	77.08
Sioux Empire Fair As	Other Miscell	11,666.67	Sioux Falls Psycholo	Other Profess	350.00
Sioux Falls Rubber S	Education	352.05	Sioux Falls Utilitie	Welfare Utili	385.78
Sioux Valley Energy	Electricity	303.93	Sioux Valley Energy	Road Maint	136.22
Sioux Valley Energy	Tea-Ellis Ran	186.41	South Prairie Proper	Welfare Rent	600.00
Southeastern Behavio	Other Miscell	42,367.00	Splitrock Fire Dept	Split Rock F	20,151.50

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Stockwell Engineers	Architects	3,380.86	Streichers Inc	SCAAP Funds	488.86
Strum, Steve A	Welfare Rent	550.00	Sturdevant's Auto Pa	Automotive/Sm	164.59
Sunset Law Enforceme	Other Supplie	421.35	Swanda, Karen	Bd Exp Fees	15.00
Szameit, Alexandra	Interpreters	449.98	Thyssenkrupp Elevato	Lease-Rental	3,006.96
Tiede, Pamela	Bd Exp Fees	240.00	Timmer, Reed/Kelli	Welfare Rent	500.00
Tomacelli's Too	Jury Fees	108.91	Turning Leaf Apartme	Welfare Rent	1,200.00
Ulteig	Architects	3,107.50	US Bank-Corporate Tr	Trust-Adminis	70.00
Valley Springs Fire	Valley Spring	12,567.50	Variety Foods LLC	Other Profess	239.27
Vogel, Matthew	Sign Deposits	50.00	Wall Lake Sanitary D	Water Sewer	70.00
Walters, Candace	Sign Deposits	50.00	Walton, Marcus	Attorney Fees	1,904.40
Wayne Township	Wayne Twp F	11,272.00	Wheelco Brake & Supp	Parts Invento	273.12
Wheelco Brake & Supp	Small Tools	172.56	Wheelco Brake & Supp	Truck Repair	280.07
Wilka & Welter LLP	Attorney Fees	683.81	Willow Wood Apts	Welfare Rent	730.00
Woodbury County IA	Return Of Ser	18.43	Xcel Energy Inc	Electricity	320.81
Xcel Energy Inc	Utility Align	3,056.32	Xcel Energy Inc	VOA Dakotas	571.62
Xcel Energy Inc	Welfare Utili	2,119.57	Zabel Steel Co	Truck Repair	123.04
Zahrbock Kool Law Of	Attorney Fees	1,165.42	Zandt, James R	Welfare Rent	480.00
1Source Internationa	Other Profess	17.71			

REPORTS

The Minnehaha County Human Services 1<sup>st</sup> Quarter Report, the March 2017 Human Services Quarterly Client Satisfaction Survey Reports, and the Minnehaha County Monthly Sheriff’s Report for March 2017 were received and placed on file in the Auditor’s Office.

PERSONNEL

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

1. To promote Brent Albers from Corporal to Deputy Sheriff Sergeant (20/7) for the Jail at \$28.47/hour effective 4/8/17.
2. To hire Kaitlyn Malecki, William Flood, Erin Friedericks, Brittney Hoeke, and Andrew Kelly as Corrections System Operators (9/3) for the Jail at \$14.98/hour effective 4/17/17.
3. To hire Jasmine Hjorth as Juvenile Correctional Officer I (12/3) for the Juvenile Detention Center at \$17.37/hour effective 4/17/17.
4. To hire Andrew Steinberg and James Lambert as seasonal Laborers for the Highway at \$12.75/hour effective 4/10/17.
5. To hire Brandon Flory as seasonal Laborer for the Highway at \$12.75/hour effective 4/12/17.
6. To hire Tyler Lundy as seasonal Laborer for the Highway at \$12.50/hour effective 4/17/17.
7. To hire John Mork as seasonal Park Supervisor for the Parks Department at \$21.00/hour effective 4/17/17.
8. To hire Gregg Kringen as seasonal Park Worker for the Parks Department at \$13.00/hour effective 4/17/17.

Step Increases

1. Michelle Boyd – Chief Deputy Sheriff – Sheriff’s Office – 25/16 – 4/12/17 - \$4,436.00/bi-weekly
2. Bethany Jost – Paralegal – Public Defender’s Office – 16/7 – 3/19/17 - \$23.37/hour

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3. Neil Fossum – Senior Deputy Public Defender – Public Defender’s Office – 22/5 – 3/18/17 - \$2,514.40/bi-weekly
4. Joy West – Caseworker – Safe Home – 16/9 – 2/28/17 - \$24.55/hour
5. Mark Narveson – Road Maintenance Team Member – Highway – 12/12 – 4/7/17 - \$21.70/hour
6. Michael Tuschen – Road Maintenance Team Leader – Highway – 16/15 – 2/1/17 - \$28.47/hour
7. Ralph Hammer – Weed and Pest Supervisor – Highway – 14/15 – 4/5/17 - \$25.80/hour

#### Special Personnel Action

MOTION by Karsky, seconded by Barth, to approve the hire of Zane Sorensen, Senior Building Facilities Maintenance Technician for the Facilities Department effective 4/12/2017, a starting salary of \$26.44/hour (16/12). 5 ayes.

#### ABATEMENTS

MOTION by Heiberger, seconded by Bender, to approve the following abatements:

Representing the Elderly Assessment Freeze for 2016 property taxes: RDID 50908, 713 E Pam Rd, Sioux Falls, in the amount of \$610.89; RDID 46471, 1406 N Mable Ave, Sioux Falls, in the amount of \$506.26; and RDID 22071, 401 N Clark, Dell Rapids, in the amount of \$864.64.

Representing 2016 property taxes: Daniel Keefe, RDID 72096, 5606 W Tanager Pl, Sioux Falls, in the amount of \$69.91; Jerald L. Evans, RDID 40209, 3105 S Norton Ave, Sioux Falls, in the amount of \$582.21; and Charlotte Spagnuolo, RDID 48665, 5001 E Prospect, Sioux Falls, in the amount of \$949.74.

VOTE ON THE MOTION: 5 ayes.

Deferred on March 28, 2017

Diane Rypkema, Director of Equalization, presented the following abatement for denial: RDID 24637 Jesus Only Apostolic Church, 1926 Burnside St., for 2016 property taxes in the amount of \$17,311.06. The assessment date was November 1, 2015, at which time the property did not meet the qualifications for exempt status. The property was for sale by the Moose Lodge and was not being used for its intended purpose. In April 2016, the County Board of Equalization removed the Moose Lodge’s exempt status. Prior to this, the Moose Lodge was informed by County staff of the hearing date and time via a letter and a phone call. TTT Investments LLC purchased the property from the Moose Lodge in September 2016 and filed a quit claim deed in December 2016 to transfer ownership to Jesus Only Apostolic Church. Matthew Sengsouvanha, 6800 E Pine Lake Dr, Sioux Falls, spoke on behalf of Jesus Only Apostolic Church and stated the building was used for non-profit purposes throughout 2016 as their Church, a food bank, and a school even though the Church did not own the property until December. Commissioners Bender and Heiberger spoke in favor of denial due to the following reasons: 1) the Moose Lodge having received notification from the County when they were losing their tax exempt status, 2) the many roles that Mr. Sengsouvanha played being a Moose Lodge Member, being a church member, and an employee of TTT Investments LLC, and 3) that TTT Investments LLC did not transfer the property until December 2016 after purchasing in September 2016. MOTION by Barth, seconded by Heiberger, to deny the following abatement: RDID 24637 Jesus Only Apostolic Church, 1926 Burnside St., for 2016 property taxes in the amount of \$17,311.06. 5 ayes.

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## BRIEFING

Dana Loseke, Board Chair of Friends of the Big Sioux River, gave a briefing on the mission and goals of Friends of the Big Sioux River for Sioux Falls and Eastern South Dakota and noted major contaminants of the river and ways to reduce these contaminants.

## AGREEMENT

DJ Buthe, Highway Superintendent, gave a briefing on a Professional Services Agreement between Minnehaha County and Short, Elliot, Hendrickson, Inc. for engineering services to design the repairs for the rehabilitation of two bridges, Structure No. 50-190-049 (473<sup>rd</sup> Ave) located approximately 3 miles south and 2 miles west of Dell Rapids and Structure No. 50-284-160 (260<sup>th</sup> Street) located approximately 0.5 miles north of Brandon. The cost of services is not to exceed \$60,280. MOTION by Heiberger, seconded by Barth, to authorize the Chair to sign the Professional Services Agreement between Minnehaha County and Short, Elliot, Hendrickson, Inc. for engineering services of Structure No. 50-190-049 and Structure No. 50-284-160, in an amount not to exceed \$60,280. 5 ayes.

## REPORT

Traci Smith, Public Defender Director, presented the Minnehaha County Public Defender's Office 2016 Annual Report. The report is on file in the Auditor's Office.

## GRANT

Jason Gearman, Deputy Sheriff Captain, presented a Sub-Recipient Agreement between Minnehaha County and The South Dakota Network Against Family Violence and Sexual Assault (The Network) for the award of a domestic violence grant in the amount of \$90,482. The grant will be used to fund half the salary of one full time Deputy Sheriff Detective for the Minnehaha County Sheriff's Department. The position would be for a domestic violence investigator who specializes in domestic violence related crimes. MOTION by Heiberger, seconded by Barth, to authorize the Minnehaha County Sheriff to sign the Sub-Recipient Agreement with The South Dakota Network Against Family Violence and Sexual Assault, also known as The Network, beginning on January 14, 2017, and ending September 30, 2019, in the amount of \$90,482. 5 ayes.

## AGREEMENT

Carol Muller, Commission Administrative Officer, presented an agreement between Minnehaha County and The Tegra Group, Inc. (Tegra) for owner's representation services on the Minnehaha County jail expansion project. Tegra will serve as the representative for Minnehaha County for general project administration, including items such as contracts, negotiations, master budget, cost control, and construction delivery. The selection and hiring of the architect and contractor will also be facilitated by Tegra. A fixed fee of \$325,000 will be paid to Tegra in monthly installments of \$25,000. The total cost will not exceed 1.5% of the project's total cost. MOTION by Bender, seconded by Barth, to approve the Consulting Agreement between Minnehaha County and The Tegra Group, Inc. for owner's representation services on the Minnehaha County Jail Expansion Project with a fixed fee of \$325,000 and a total cost not to exceed 1.5% of the jail expansion project's total cost beginning upon execution of the contract and ending upon completion of the project. 5 ayes.

## BUDGET

Carol Muller, Commission Administrative Officer, was present for discussion to streamline the budget process. State statute requires the provisional budget, a budget hearing, the final adoption, and potential opt-out dates be done by a specific time of year. A proposed budget meeting schedule has been provided to Commissioners based on these requirements. Bob Litz, County Auditor, Kim Adamson, Finance & Budget Officer, Diane Rypkema, Director of Equalization, and Carey Deaver, Human Resources Director, were available to answer

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Commissioner's questions. Commissioners directed staff to work on the following: 1) department heads work towards a 1.3% increase as a target number, 2) work on budget dates for first meeting most likely to take place the end of May or beginning of June, 3) two half days of meetings instead of a full day, 4) new positions will not be added into the budget, and 4) a salary increase will be inserted at the beginning of the meetings.

#### LIAISON REPORTS

Commissioner Heiberger reported on meetings with Brown and Davison counties she and Erin Srstka, Juvenile Detention Alternatives Initiative Coordinator, attended on April 6, 2017, to discuss implanting alternatives to juvenile detention in those counties.

Commissioner Barth reported attending the April 4, 2017, public meetings regarding the Emergency Management System study conducted by Fitch & Associates with Commissioner Bender. Mr. Barth also attended last week's Museum meeting.

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

The Commission adjourned until 9:00 a.m. on Tuesday April 18, 2017.

#### APPROVED BY THE COMMISSION:

Gerald Beninga

Chair

ATTEST:

Olivia Larson

Deputy Auditor