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THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. April 2, 2019, pursuant to adjournment on March 26, 2019. Commissioners present were: Barth, Bender, Beninga, and Karsky. Commissioner Heiberger was absent. Also present were Olivia Larson, Commission Recorder, and Margaret Gillespie, Senior Deputy State's Attorney.

MOTION by Karsky, seconded by Barth, to approve the agenda. 4 ayes.

#### MINUTES APPROVAL

MOTION by Beninga, seconded by Barth, to approve the March 26, 2019, Commission Minutes. 4 ayes.

MOTION by Karsky, seconded by Barth, to approve the March 26, 2019, Joint Minnehaha County/City of Dell Rapids Meeting Minutes. 4 ayes.

#### VOUCHERS TO BE PAID

MOTION by Barth, seconded by Beninga, to approve the following bills totaling \$511,969.82. 4 ayes.

4Imprint	Construction Safety	1,408.05
A&B Business	Lease-Rental Agmt	132.12
A&B Business	Maint Contracts	89.37
A-1 Pumping & Excav	Automotive/Small Equip	172.50
Agre, Larry	Welfare Rent	700.00
Airway Svc	Automotive/Small Equip	1,824.45
Airway Svc	Gas Oil & Diesel	203.94
All About Travel	MacArthur SJC Grant	1,060.00
Allied Oil & Tire	Automotive/Small Equip	39.50
Altamax	Welfare Rent	659.00
Anderson, Charles R	Attorney Fees	1,905.65
Angel, Edward P	Attorney Fees	398.50
Appeara	Program Activities	35.00
Armor Correctional	Contract Svcs	77,386.61
AT&T	Safety & Rescue Equip	86.46
Avera McKennan	Attorney Fees	10.42
Avera McKennan	Clinics Auxiliary Svcs	99.00
Avera McKennan	Hospitals	13,853.11
Avera McKennan	Other Medical Svcs	2,158.67
Axis Forensic Toxicol	Lab Costs	820.00
Balampaki, Nabin	Interpreters	25.00
Benjamin Aaker	Amounts Held For Others	250.00
Bob Barker Company	Inmate Sup	1,667.89
Braun, Mason	Investigators Exp	141.12
Bridgewood	Welfare Rent	500.00
CBM Managed Svcs	Board Of Prisoners-Meals	37,340.32
CBM Managed Svcs	Inmate Sup	107.92
Century Business	Lease-Rental Agmt	211.37
Centurylink	Contract Svcs	14.48
Centurylink	Telephone	476.92
Chagolla, Albert	Interpreters	145.83
CHS	Gas Oil & Diesel	31,540.89
Civil Design	Architects & Engineers	5,397.50
Cole Papers	Janitorial Chemical Sup	155.28
Concrete Materials	Road Material Inventory	25,088.32
Constellation	Natural Gas	6,451.80
Cummins	Jail Repairs & Maint	336.70
Dakota Beverage	Program Activities	303.75
Dakota Law	Attorney Fees	892.07
Dakota Law	Child Defense Attorney	379.59
Dalsin	Juvenile Detention Ctr	771.75
Dan'S Drugstore	Pharmacies	64.00

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Dash Medical Gloves	Kitchen/Cleaning Sup	343.20
Deans Distributing	Parts Inventory	242.30
Decisionone	Maint Contracts	168.52
Dedula, Carla F	Court Reporters	186.40
Dell Marketing	Data Processing Equip	14,227.47
Devaney, Tom	Business Travel	70.00
Double H Paving	Snow Removal	4,032.71
Dust Tex Svc	Janitorial Chemical Sup	5.72
Eggers Family Trust	Right Of Way	3,433.43
EH Hospitality	Motels	525.00
Etterman Enterprises	Small Tools & Shop Sup	198.93
Fastenal	Construction Safety	47.97
Fastenal	Small Tools & Shop Sup	600.53
First Dakota National	Homeland Security	3,764.75
Fleetpride	Truck Repairs & Maint	80.86
Galls Quartermaster	Uniform Allowance	478.53
Gary Cones Amoco B/P	Transportation	42.01
George, Aaron	Welfare Rent	895.00
Grainger	Heat, Vent & AC Repairs	336.96
Grainger	Jail Repairs & Maint	622.65
Grainger	Janitorial Chemical Sup	34.50
Grainger	Small Tools & Shop Sup	25.36
Guzman, Sandra V	Interpreters	175.00
Hasseler, Kenneth D	Attorney Fees	3,033.00
Hasseler, Kenneth D	Professional Svcs	750.00
Heritage Funeral	Burials	2,838.20
High Point Networks	Maint Contracts	4,331.00
Hoekman, Kevin	Business Travel	52.00
Holiday Credit	Gas Oil & Diesel	32.27
Infrastructure Design	Architects & Engineers	1,500.00
Innovative Office	Office Sup	47.85
Interprecops	Interpreters	90.00
Interstate Office	Office Sup	337.39
Janet C Olson	Attorney Fees	93.95
Jaymar Business Form	Printing/Forms	109.75
JCL Solutions	Inmate Sup	798.00
JCL Solutions	Janitorial Chemical Sup	297.53
JCL Solutions	Kitchen/Cleaning Sup	2,584.69
Jefferson Partners	Transportation	1,909.40
Johnson, Richard L	Attorney Fees	592.20
JSA Consult Engineer	Architects & Engineers	16,532.00
Kauffman, David W Ph	Psych Evals	6,481.50
Kennedy Pier & Loftu	Attorney Fees	338.50
Konda, Yousif	Interpreters	25.00
Konop, Brett	Welfare Rent	496.00
Kruse Law	Child Defense Attorney	6,052.50
Lacey Rentals	Lease-Rental Agmt	141.00
Lacrosse County Sher	Return Of Svc	80.00
Lamp	Interpreters	406.00
Lexisnexis Matthew	Subscriptions	500.00
Lightning Towing	Professional Svcs	95.00
Lueth, Ranelle Marie	Program Activities	300.00
Mac'S Hardware	Bldg/Yard Repair & Maint	25.98
Marsh & Mclennan	Notary Exp	50.00
Menard	Sign Supply Inventory	62.79
Midamerican Energy	Natural Gas	6,572.17
Midwest Oil	Truck Repairs & Maint	644.91
Midwestern Mechanical	Building Repairs & Maint	869.61
Multicultural Center	Interpreters	110.00
Myers & Billion	Attorney Fees	3,506.70
Myers Enterprises	Safety & Rescue Equip	200.00
Myers, Terry L	HHS Maint	54.08
NACDL	Memberships	2,668.00
Napa Auto Parts	Small Tools & Shop Sup	12.40
Natl Assoc For Public	Memberships	800.00

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Natl Assoc Of Count	Business Travel	1,470.00
Nelson, Adam D	Program Activities	45.36
Nybergs Ace Hardware	Com Equip Repair	17.54
P&G Townhomes	Welfare Rent	500.00
Parsai, Bal	Interpreters	50.00
Parsons Transport	Truck Repairs & Maint	880.00
Phelps, Jamie	Business Travel	19.74
Power, James A	MacArthur SJC Grant	171.00
Prestox	Professional Svcs	55.00
Printer Sup.com	Data Processing Sup	268.00
Qualified Presort	Postage	156.83
Reliance Telephone	Telephone	2.00
Repete Properties	Welfare Rent	500.00
Risty, Maxine J	Court Reporters	722.00
Rons, Norm	Welfare Rent	800.00
Rotorooter	Plumbing & Welding	200.00
Safe Home	Misc Revenue	-717.12
Safe Home	Notes Rec Safe Home	-2,876.97
Safe Home	Rent Subsidies	10,866.00
Sams Club	Other Sup	143.11
Sams Club	Professional Svcs	1,339.92
Sams Club	Work Mileage	41.14
Sanford	Other Medical Svcs	1,344.07
Sanford Home Medical	Medical Equip	57.00
Schaunaman, Kurt	Business Travel	156.00
SF Specialty Hospital	Recruitment	1,252.00
Sioux Falls Area	Memberships	397.00
Sioux Falls Area	Misc Expense	2,500.00
Sioux Falls City	Gas Oil & Diesel	9,338.29
Sioux Falls City	HIDTA Grant	101.61
Sioux Falls City	Water Sewer	956.48
Sioux Falls Ministry	Welfare Rent	700.00
Sioux Falls School	Program Activities	229.58
Sioux Falls Seminary	Attorney Fees	758.00
Sioux Valley Energy	Welfare Utilities	125.00
State of SD	Amts Held-Daily Scram	4,248.00
State of SD	Amts Held-Remote Breath	221.00
State of SD	Automotive/Small Equip	20.00
State of SD	Data Coms	113.00
State of SD	Notary Exp	60.00
State Steel Of SD	Truck Repairs & Maint	717.97
Stauffacher, Travis	Business Travel	561.00
Steve Kielman	Sign Deposits	50.00
Street Smart Rental	Automotive/Small Equip	230.21
Street Smart Rental	Small Equip Purchases	43,844.00
Streichers	Ammunition	396.16
Streichers	Postage	-41.13
Szameit, Alexandra	Interpreters	50.00
Triangle Properties	Welfare Rent	500.00
Tristate Garage Door	Jail Repairs & Maint	125.00
Trumble, Hank	Business Travel	70.00
Tschetter & Adams	Attorney Fees	3,166.35
TSP	Real Estate - Studies	35,000.00
Tyler Technologies	Software	10,874.58
Ulteig Engineers	Architects & Engineers	1,756.00
US Bank	Lease-Rental Agmt	136.72
Walmart Stores	Pharmacies	24.48
Wegner Auto	Automobiles	22,264.00
Westport Investors	Welfare Rent	750.00
Wheelco	Truck Repairs & Maint	745.68
Williams, Michael G	Welfare Rent	1,000.00
Williams, Steve	Business Travel	70.00
Wintersteen Family	Amounts Held For Others	250.00
Xcel Energy	Electricity	31,035.78
Xcel Energy	Welfare Utilities	1,691.08

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Zahrbock Kool Law	Child Defense Attorney	6,933.98
Zep Sales & Svc	Janitorial Chemical Sup	273.36

## March Salaries Paid

Commission	Salaries	40,925.30	Auditor	Salaries	69,396.35
Treasurer	Salaries	71,801.35	Information Technology	Salaries	71,248.90
States Attorney	Salaries	272,688.67	Public Defender	Salaries	168,356.28
Public Advocate	Salaries	54,327.30	Facilities	Salaries	49,650.73
Equalization	Salaries	72,633.22	Register of Deeds	Salaries	46,072.06
Human Resources	Salaries	24,772.87	Sheriff	Salaries	931,330.26
Emergency Management	Salaries	16,640.00	Juvenile Detention	Salaries	160,754.85
Highway	Salaries	150,297.71	Human Services	Salaries	128,602.52
Museum	Salaries	69,622.02	Planning	Salaries	40,700.20
Extension	Salaries	3,355.20			

## PERSONNEL

MOTION by Beninga, seconded by Karsky, to approve the following personnel changes. 4 ayes.

## New Hires

1. Aron Hogden, Deputy Public Defender for the Public Defender's Office, at \$2,667.20/biweekly (22/2) effective 4/8/19.
2. Karin Brashler, Senior Property Technician for Equalization, at \$17.98/hour (12/1) effective 4/3/19.
3. Steven Burtis, variable hour Airport Security Officer/Deputy Sheriff for Airport Security, at \$25.00/hour effective 4/4/19.
4. Jenna Girard, variable hour Engineering Specialist for the Highway, at \$23.60/hour effective 4/2/19.

## Promotions

1. Richard Johnson, STI Security Officer for STI Security to Deputy Sheriff for the Sheriff's Office, at \$23.02/hour (17/1) effective 3/11/19.
2. Lucinda Wilson, Juvenile Correctional Officer I to Juvenile Correctional Officer II for the Juvenile Detention Center, at \$20.35/hour (14/2) effective 4/3/19.
3. Brett Dannen, Tax and License Technician to Senior Tax and License Technician for the Treasurer, at \$22.47/hour (12/10) effective 4/3/19.

## Step Increases

1. Justin Hofer – Caseworker – Human Services – 16/6 – 3/31/19 - \$24.80/hour
2. Jeanette Spaans – Caseworker – Human Services – 16/7 – 3/11/19 - \$25.42/hour
3. Dawn Dubbelde – Senior Accounting Technician – Auditor – 12/5 – 3/29/19 - \$19.86/hour
4. Mark Narveson – Road Maintenance Team Member – Highway – 12/11 -4/7/19 - \$23.02/hour

## Special Personnel Action

To recognize the following significant employee anniversaries for April 2019: 5 years – Jerald Hebert, Douglas Flora, and James Gravett; 10 years – Jason Burns and Zachary Cegelske; and 15 years – Eric Smith, Ralph

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Hammer, Joshua Anhalt, and Dawn Lautwein. DJ Buthe, Highway Superintendent, spoke on Ralph Hammer's employment anniversary and Mr. Hammer's retirement announcement.

To record volunteers in County Departments for March 2019. This list is on file at Human Resources.

Carey Deaver, Human Resources Director, gave a briefing on a Financial Renewal and Terms Amendment to the Administrative Services Agreement for the county health plan with UMR, Inc. UMR is the third party administrator who processes payments and explanations of benefits for the County. The amendment outlines a variety of service costs including medical fee increases of approximately 2% for both 2019 and 2020. A section regarding claims appeals services for catastrophic events has been added through the amendment. The amendment also reflects a change to the pharmacy section regarding the traditional pricing structure. MOTION by Karsky, seconded by Beninga, to approve the Financial Renewal and Terms Amendment to the Administrative Services Agreement with UMR, Inc. effective January 1, 2019, through December 31, 2020. 4 ayes.

#### PLANNING & ZONING NOTICES

David, Heinold, Planner, gave the first reading and requested authorization for the Auditor to publish a Notice of Hearing for an amendment to the 1990 Revised Zoning Ordinance for Minnehaha County to rezone from I-1 Light Industrial District to R-1 Residential District on property legally described as Lots 1 through 6 of Block 5, Rowena Original in Section 26-T101N-R48W, Split Rock Township, Minnehaha County, South Dakota, located approximately four (4) miles east of Sioux Falls at 48272 South Dakota State Highway 42. MOTION by Barth, seconded by Beninga, to authorize the Auditor to publish a Notice of Hearing on April 23, 2019, to consider the rezoning amendment, #19-01. 4 ayes.

Scott Anderson, Planning Director, gave the first reading and requested authorization for the Auditor to publish a Notice of Hearing for an amendment to the 1990 Revised Zoning Ordinance for Minnehaha County to rezone from A-1 Agriculture District to C Commercial District on property legally described as a portion of Eggen Tract 1B except the North 8 feet thereof, in the N ½ of the SW ¼, Section 27, Township 103 North, Range 49 West, Minnehaha County, SD, located approximately six (6) miles north of Sioux Falls at 25472 475<sup>th</sup> Avenue. MOTION by Karsky, seconded by Beninga, to authorize the Auditor to publish a Notice of Hearing on April 23, 2019, to consider the rezoning amendment, #19-04. 4 ayes.

#### BRIEFING

Sheriff Mike Milstead, Jason Gearman, Sheriff's Office Director of Emergency Management, and DJ Buthe, Highway Superintendent, gave a briefing on the March 2019 flooding issues affecting Minnehaha County. Certain areas still have water over the road with seven (7) current road closures. The public was reminded to stay off of barricaded roadways. Individual homeowners were encouraged to call 211 to get help with damage assessments.

#### PROCLAMATION

Upon the request of Carey Deaver, Human Resources Director, MOTION by Beninga, seconded by Barth, to approve the Proclamation Recognizing April 7-13, 2019, as Volunteer Week in Minnehaha County. 4 ayes.

#### BRIEFING

Scott Anderson, Planning Director, gave a briefing on the Planning & Zoning Department highlighting completed projects, current projects, code enforcement, GIS mapping, application administration, future sign ordinance updates, and other future projects.

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**MATERIALS AND SUPPLIES PURCHASE**

DJ Buthe, Highway Superintendent, requested authorization to purchase various materials and supplies off of State and National procurement contracts. Tires, fuel, mastic materials, building and shop supplies, auto parts, automotive filters, digital radios, LED light bars, and steel culverts will be purchased off of procurement contracts conducted by the State of South Dakota (State), the National Association of State Procurement Officials (NASPO), the Western States Contracting Alliance (WSCA), and/or Beadle County. MOTION by Barth, seconded by Karsky, to authorize the Highway Department to purchase various materials and supplies through the following procurement contracts: 1) tires off of WSCA procurement, Contract MA211, MA210, and MA208 (Utah) from Goodyear, Bridgestone/Firestone, & Michelin; 2) fuel off of a State procurement from various vendors, Contract IFB 1261 and 872; 3) mastic materials off of State procurement, Contract IFB 1579 and 17280, Item 25, from Brock White Co.; 4) building and shop supplies off of NASPO procurement, Contract 8497 and 8496 (Oregon), Contract 17238 and 17239 (South Dakota), from Fastenal and Grainger; 5) auto parts off of NASPO procurement, Contract 09000006747 (Oklahoma), Contract 17017, and Contract 17018 from NAPA and O'Reilly Automotive; 6) automotive filters off of State procurement, Contract IFB 793 and 17011 from IState Trucks; 7) digital radios off of State procurement, Contract 18731 from Motorola through Sioux Falls Two Way Radio Service, Inc.; 8) LED light bars off of NASPO procurement, Contract 81295 (Minnesota), Contract 16951, Contract 81297 (Minnesota), and Contract 16952 from SoundOff Signal and Whelen Engineering Co.; and 9) steel culverts off of Beadle County procurement, annual contract, from True North Steel. By roll call vote: 4 ayes.

**BID AWARDS**

DJ Buthe, Highway Superintendent, reported on the 2019-2020 Annual Highway Department Materials bid letting, Bid #MC19-7. Bids were received for four of the five proposal items from the following companies: Concrete Materials, Inc, Myrl & Roys, Wear Parts & Equipment Co Inc, Equipment Blades Inc, DMC Wear Parts, Titan Machinery, Compass Minerals, Nebraska Salt & Grain, Co, Black Strap Inc, Central Salt, and Johnson Feed Inc. There were no bids received for Proposal #1, Medium-Curing Cutback Asphalt. For Proposal #5, Rock Salt & Transportation, the low bidder was Black Strap Inc. However, Black Strap Inc did not include a bid guaranty through the form of a bid bond, certified check, cashier's check, or bank draft in the amount of \$500.00 as required in Section 12, page four of the Request for Proposals. Therefore, the Black Strap Inc bid was found to be a non-responsive bid. The next low bidder for Proposal #5, Rock Salt & Transportation, was Nebraska Salt & Grain, Co. Mr. Buthe recommended the following bid awards to the low bidders: Proposal #2, Hot Mix Asphalt Concrete Pavement, Concrete Materials, Inc.; Proposal #3, Snowplow and Motor Grader Blade Cutting Edges, DMC Wear Parts; Proposal #4, Abrasive and Salt Mixture (Salt Sand), Concrete Materials, Inc.; Proposal #5, Rock Salt and Transportation, Nebraska Salt & Grain, Co. MOTION by Barth, seconded by Karsky, to award the bids as recommended. By roll call vote: 4 ayes.

**AGREEMENT**

DJ Buthe, Highway Superintendent, presented an agreement between Minnehaha County and the South Dakota Department of Transportation for the 2019 Pavement Striping Program, Project #P000S(00)225 PCN 04LW. The project would allow approximately 290.9 miles of County roads to be striped. The estimated total cost for the project is \$317,673.66, which includes the installation of edge-line rumbles. The County's portion of this total is \$246,437.13 (77.5%). MOTION by Beninga, seconded by Barth, to authorize the Chair to sign the agreement between Minnehaha County and the South Dakota Department of Transportation for the Pavement Striping Program, Project #P000S(00)225 PCN 04LW, at a total cost to the County of \$246,437.13. 4 ayes.

Joe Bosman, Deputy Sheriff Captain, presented a Sub-Recipient Agreement with the State of South Dakota Attorney General's Office Division of Criminal Investigation (State). The State applied for a grant award program for the purpose of advancing public safety by providing funds directly to law enforcement agencies to investigate illicit activities related to the manufacturing and distribution of methamphetamine. The program is known as the COPS Anti-Methamphetamine Program (CAMP). As part of the agreement, the County will receive \$134,128.17

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to provide reimbursement for approximately 86% of personnel and benefits costs related to a new, unbudgeted, sworn officer position. MOTION by Beninga, seconded by Barth, to authorize the Sheriff's Office to sign the Sub-Recipient Agreement between Minnehaha County and the State of South Dakota Attorney General's Office Division of Criminal Investigation for the COPS Anti-Methamphetamine Program. 4 ayes. MOTION by Barth, seconded by Beninga, to authorize the Sheriff's Office to hire one (1) Deputy Sheriff's position for the duration of the COPS Anti-Methamphetamine Program. 4 ayes.

#### BRIEFING

Julie Risty, Register of Deeds, showed a video that highlighted the history and functions of the Register of Deeds' Office.

#### AGREEMENT

Carol Muller, Commission Administrative Officer, presented amendments to three Legal Professional Services Agreements for attorneys to provide conflict counsel for Abuse and Neglect (A&N) cases. The amendments would increase the annual fee paid to the attorneys to \$50,000.00. Additionally, the amendments would remove juveniles and appeals from the contract language. MOTION by Beninga, seconded by Karsky, to authorize the Chair to sign the amendments to three Legal Professional Services Agreements for conflict counsel for A&N cases with Robin Eich; Renae S. Kruse; and Jamie L. Weber at a cost of \$50,000.00 per annum for each attorney taking effect on April 1, 2019. 4 ayes.

#### LEGISLATIVE UPDATE

Carol Muller, Commission Administrative Officer, gave an update on the 2019 Legislative Session.

#### LIAISON REPORTS

Commissioner Beninga reported on receiving a report from the Juvenile Detention Center (JDC) showing an increase in the number of youth assigned to the JDC. In response to a question from Commissioner Barth regarding the reason for this increase, Margaret Gillespie, Senior Deputy State's Attorney, stated that State's Attorney McGowan and the juvenile case team would be the best to speak on the topic. Commissioner Bender stated that there is also an increase in adult crimes, and that warmer weather tends to correlate with increased crime rates.

Commissioner Bender commented on a Minnehaha County Association of Towns & Townships Meeting that took place on April 1, 2019.

MOTION by Beninga, seconded by Karsky, to adjourn. 4 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday, April 9, 2019.

#### APPROVED BY THE COMMISSION:

Jean Bender

Chair

ATTEST:

Olivia Larson

Deputy Auditor