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THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. April 4, 2017, pursuant to adjournment on March 28, 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 Barth, to approve the March 28, 2017, Commission Minutes. 5 ayes.

MOTION by Heiberger, seconded by Karsky, to approve the March 28, 2017, Joint Minnehaha County/City of Sioux Falls Minutes. 5 ayes.

VOUCHERS TO BE PAID

MOTION by Barth, seconded by Bender, to approve the following bills totaling \$335,364.40. 5 ayes.

A & B Business Solut	Lease-Rental	476.79	A & B Business Solut	Maintenance C	36.95
Airteq	Jail Repairs	1,131.84	Airway Service Inc	Automotive/Sm	1,270.73
Airway Service Inc	Gas,Oil,Diese	172.52	Albers, Brent	Education	43.00
Avera Health Plans I	Cobra Insuran	2,583.87	Avera McKennan Hospi	Blood Withdra	78.00
Avera McKennan Hospi	Hospitals	5,721.70	Avera McKennan Hospi	Physicians	367.33
Avera Medical Group	Physicians	316.09	Avera Specialty Clin	Physicians	53.24
Axis Forensic Toxicol	Lab Costs	250.00	B&B Rentals	Welfare Rent	1,600.00
Barnable, Jeff	Gas,Oil,Diese	20.00	Barth, Jeff	Travel Bart	77.30
Bender, Jean	Travel Bend	21.00	BI Inc	Program Suppl	6,879.60
Bonneville ID Coun	Return Of Ser	55.00	Boyce Law Firm, LLP	Child Defense	759.00
Bradfeldt, Becky	Business Trav	229.82	Brandon Heights Ltd	Welfare Rent	45.00
Brockhouse, Doug	Other Supplie	71.30	Bureau Of Informatio	Telephone	54.00
Cartridge World	Data Processi	1,304.84	Century Business Pro	Maintenance C	112.88
Centurylink Communic	Contract Serv	11.99	Centurylink Communic	Telephone	711.34
Christopherson Ander	Attorney Fees	1,504.00	Counseling Resources	Attorney Fees	300.00
Crescent Electric Su	Plumbing & We	48.66	Dakota News Inc	Store Invento	263.87
Dover, Sena S	Bd Evaluation	540.00	Dynamic Services LLC	Welfare Rent	500.00
Earthbend LLC	Maintenance	2,754.00	Eurographics Inc	Store Invento	127.98
Evans, Preston	Investigators	522.90	Gearman, Jason	Uniform Allow	188.59
Goebel Printing Inc	Printing/Form	40.56	Grainger	JDC Maintenanc	209.68
Grainger	Motor/Machine	8.22	Grainger	Small Tools	52.50
Gromer, Jeff	Education	818.83	H&R Roofing Of SD	Building Repa	276.00
Hanson, Michael W	Attorney Fees	1,414.60	Heiberger, Cindy	Travel Heib	27.00
Hobart	Jail Repairs	1,208.00	Hoekstra Reporting	Court Reporte	1,176.40
Howalt McDowell Ins	Education	550.00	HP Co Hewlett	Data Processi	551.52
Hurtgen Properties	Welfare Rent	300.00	HyVee Accounts Recei	Pharmacies	114.99
Interstate Office Pr	Furniture	500.28	Interstate Office Pr	Office Suppli	304.54
Interstate Office Pr	Store Invento	11.49	Intl Assoc Of Chiefs	2014 JAG Gran	1,050.00
Jeff Larson Law LLP	Attorney Fees	159.80	Jeff Larson Law LLP	Child Defense	1,071.60
Jim Bork Enterprises	Printing/Form	585.00	Johnson Controls In	Heat,Vent & A	165.97
Johnson, Clara	Bd Exp Fees	464.00	Johnson, Richard L	Attorney Fees	1,011.56
Johnson, Richard L	Child Defense	1,029.48	Kadi, Mark	Business Trav	188.16
Katterhagen, Mark	Bd Exp Fees	37.50	Kennedy, Renee S	Court Reporte	1,644.00
Knowlton, Jeff	Welfare Rent	675.00	Koletzky Law Office	Attorney Fees	514.00
Kyra Enterprises LLC	Motels	60.00	Lail, Crystal	Other Misc R	100.00
Laughlin, Nicole	Attorney Fees	5,087.60	Lewno Law Office	Bd Exp Fees	323.42
Lloyd Co	Welfare Rent	765.00	Lutheran Social Svcs	Bd Evaluation	375.00
Lutheran Social Svcs	Evening Repor	5,879.44	Lutheran Social Svcs	Other Profess	1,773.53
Lutheran Social Svcs	Shelter Care	38,043.07	Mailway Printers	Publishing Fe	1,059.00
Martell, Rebecca L	Education	43.00	Matthew Olson Law	Attorney Fees	169.05
McGovern, Mike	Education	95.64	McKesson Medical-Sur	Clinics Aux	48.11
McLeod's Print & Off	Printing/Form	139.38	Meadowland Apts	Welfare Rent	1,087.00

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Microfilm Imaging Sy	Lease-Rental	40.00	Microtel Inn & Suite	Motels	280.00
Midamerican Energy C	Natural Gas	4,252.02	Midamerican Energy C	Welfare Utili	223.63
Midco	Outside Repai	53.25	Miller Funeral Home	Burials	2,000.00
Muller, Carol	Business Trav	27.00	Myers, Terry L	Small Tools	8.55
NE Dept Of Motor Veh	Copy Fees	3.00	Neve's Uniforms	Uniform Allow	2,647.46
Olson Law Firm	Attorney Fees	330.14	Pennington County Ja	Extradition	9,048.00
Phelps, Jamie	Business Trav	20.16	Phelps, Jamie	Furniture	96.00
Phoenix Supply LLC	Child Care It	87.00	Phoenix Supply LLC	Child Care Un	306.85
Prescription Shop I	Pharmacies	320.32	Prestox	Jail Repairs	49.17
Prestox	Outside Repai	204.55	Progressive Property	Welfare Rent	450.00
Psychological Assoc	Bd Evaluation	500.00	Quality Efficiencies	Motels	500.00
Ramkota Inn Pierre	Business Trav	494.95	Ramkota Inn Pierre	Travel Bart	197.98
Ramkota Inn Pierre	Travel Heib	197.98	Ramkota Inn Pierre	Travel Kars	197.98
Risty, Maxine J	Court Reporte	196.00	Rotorooter	Building Repa	490.00
Sams Club Membersh	Child Care It	103.32	Sams Club Membersh	Other Profess	433.24
Sams Club Membersh	Supplemental	107.76	Schaunaman, Kurt	Education & T	43.00
SD Corrections Assoc	Education	260.00	SD Dept Of Public Sa	Other Miscell	71.00
SD Secretary Of Stat	Notary Exp	30.00	Sioux Falls Two Way	Communication	51.49
Social Security Admi	Clinics Aux	75.00	Spring Centre Apartm	Welfare Rent	600.00
Stoner, Mary L	Welfare Rent	415.00	Streichers Inc	Safety & Resc	2,640.99
Streichers Inc	Scaap Funds	5,904.99	Swanda, Karen	Bd Exp Fees	37.50
Tammen Auto & Tire I	Automotive/Sm	12.45	Tammen Auto & Tire I	Gas,Oil,Diese	44.58
Thomson Reuters We	Legal Researc	678.80	Tomacelli's Too	Jury Fees	96.67
Tschetter & Adams La	Attorney Fees	1,389.03	Tschetter, Willie	Other Supplie	629.83
Ultramax Ammunition	Ammunition	2,760.00	UNC Faculty Physicia	Attorney Fees	17,137.34
Urology Specialists	Physicians	492.68	US Bank Equipment Fi	Lease-Rental	136.72
Variety Foods LLC	Other Miscell	33.20	Variety Foods LLC	Other Profess	469.13
Vast Broadband	Telephone	63.91	VB Falls Park Apts	Welfare Rent	600.00
Voigt, Debra	Attorney Fees	4,098.15	Voigt, Debra	Child Defense	2,873.80
Walsh, Seamus	Education	43.00	Walton, Marcus	Attorney Fees	726.80
Xcel Energy Inc	Electricity	53,641.86	Xcel Energy Inc	Road Maint	26.82
Xcel Energy Inc	Welfare Utili	1,399.36	Yackel, Juliet M	Attorney Fees	11,400.94
Yankton County Sheri	Return Of Ser	200.00	Zuercher Technologie	2016 HLS Gra	100,000.00

MARCH SALARIES PAID

Commission	Salaries	47,943.28	Auditor	Salaries	63,993.35
Treasurer	Salaries	104,218.22	Information Technology	Salaries	100,458.92
States Attorney	Salaries	347,467.60	Public Defender	Salaries	247,124.19
Public Advocate	Salaries	77,266.30	Facilities	Salaries	70,709.58
Equalization	Salaries	114,473.10	Register Of Deeds	Salaries	67,209.07
Human Resources	Salaries	35,132.75	Sheriff	Salaries	1,299,077.56
Emergency Management	Salaries	24,124.80	Juvenile Detention	Salaries	216,051.15
Highway	Salaries	220,011.17	Human Services	Salaries	188,061.34
Museum	Salaries	95,564.18	Planning	Salaries	49,368.00
Extension	Salaries	4,796.80			

PERSONNEL

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

1. To hire Christina Fousek as Victim Witness Assistant (16/5) for the State’s Attorney’s Office at \$22.24/hour effective 4/10/17.
2. To promote Breanna Hawkins from Corrections System Operator for the Jail to Administrative Secretary (10/4) for the Sheriff’s Office at \$16.14/hour effective 4/10/17.
3. To accept the resignation of Brittany Schultz as Corrections System Operator for the Jail effective 3/27/17.
4. To promote Jessica Bjorke from Correctional Officer in Training to Correctional Officer (13/3) for the

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Jail at \$18.26/hour effective 2/15/17.

5. To promote Trevor Houser from Correctional Officer to Corporal (17/3) for the Jail at \$22.24/hour effective 4/8/17.
6. To accept the retirement of Allen Penning as Correctional Officer for the Jail effective 4/5/17.
7. To transfer Nathan Staton from Juvenile Correctional Officer I to Community Supervision Monitor (12/15) for the Juvenile Detention Center at \$23.37/hour effective 4/1/17.
8. To hire Kenneth Schuster as seasonal Park Worker for the Parks Department at \$12.75/hour effective 4/10/17.

Step Increases

1. Amy West – Assistant Treasurer – Treasurer – 21/6 – 4/6/17 - \$29.18/hour
2. Kelli Nyhof – Accountant – Treasurer – 16/6 – 4/6/17 - \$22.80/hour
3. Julie Person – Senior Property Technician – Equalization – 12/6 – 4/2/17 - \$18.71/hour
4. Beau Blouin – Senior Deputy Public Defender – Public Defender’s Office – 22/7 – 3/21/17 - \$2,641.60/bi-weekly
5. Justin Hofer – Caseworker – Human Services – 16/6 – 3/31/17 - \$22.80/hour
6. Sara Steva – Juvenile Correctional Officer I – Juvenile Detention Center – 12/7 – 4/1/17 - \$19.18/hour

Special Personnel Action

To recognize the following significant employee anniversaries for April 2017: 10 years – Lavonne Robinson, Mark Kriens, and Heather Irwin; and 15 years – Christopher Butcher and Marc Wynia.

To record volunteers in County Departments for March 2017. This list is on file at Human Resources.

MOTION by Bender, seconded by Karsky, to approve the hire of Margaret Gillespie as Senior Deputy State’s Attorney (22/15) for the State’s Attorney’s Office at \$3,218.40/bi-weekly effective 4/10/17. 5 ayes.

ABATEMENTS

Olivia Larson, Deputy Auditor, requested a correction be made to the RDID number for St. Mark’s Lutheran Church. Due to a clerical error, the RDID number was listed as 34094 instead of 31035 on the agenda and in the minutes for the March 28, 2017, Minnehaha County Commission Meeting. MOTION by Barth, seconded by Heiberger, to correct the RDID number from RDID 34094 to RDID 31035 in order for the abatement approved on March 28, 2017, to read as follows: RDID 31035, St. Mark’s Lutheran Church, 2001 S. Elmwood, for 2016 property taxes in the amount of \$703.35. 5 ayes.

PROCLAMATION

Barb Ebeling, Helpine RSVP Project Coordinator, was present to request the Minnehaha County Commission issue a proclamation recognizing Tuesday, April 4, 2017, as National Service Recognition Day. Ms. Ebeling read

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the proclamation. MOTION by Heiberger, seconded by Bender, to issue a proclamation recognizing Tuesday, April 4, 2017, as National Service Recognition Day. 5 ayes.

BRIEFING

Lynn DeYoung, Emergency Management Director, reported public meetings will be held on April 4, 2017, at 4:00 p.m. at the Humboldt Fire Station and at 7:00 p.m. in the Baltic High School Commons regarding the Emergency Management System (EMS) study conducted by Fitch & Associates. Thomas Moore, Senior Consultant for Fitch & Associates, presented the findings of the EMS study. Key points included communications between the agencies, medical first response, medical transportation, medical accountability, customer/community accountability, prevention and community education, organizational structure and leadership, and optimal system value. The study also provided prioritized recommendations and next steps to enhance the County's system. Upon the request of Commissioner Beninga, Dr. Jeff Luther, Rural Ambulance Quality Assurance Director, spoke on his appreciation for the study, measures being taken to meet needs mentioned in the study, and his willingness to work together to improve the EMS.

MUSEUM BOARD APPOINTMENTS

Upon the request of Bill Hoskins, Museum Director, MOTION by Barth, seconded by Heiberger, to appoint Timothy Schendel to fill the un-expired, two year term of Delmar Kroon on the Siouxland Heritage Museum Board beginning April 4, 2017. 5 ayes.

SAFETY MANUAL

Carey Deaver, Human Resources Director, presented the updated Minnehaha County Safety Manual. The updated manual was created by the Human Resources Department and the Minnehaha County Safety Committee. The Facilities Department, the Highway Department, and the State's Attorney's Office have also reviewed the updated manual. Doug Blomker, Emergency Management Assistant Director, presented the 2016 Annual Report of the Minnehaha County Safety Committee summarizing their activities during 2016. The Safety Committee reviews workman's compensation claims, reviews liability claims, provides prevention and safety trainings, and conducts routine building inspections. MOTION by Bender, seconded by Barth, to approve Resolution MC17-13 and approve the 2016 Annual Report of the Minnehaha County Safety Committee. 5 ayes.

RESOLUTION MC17-13 ADOPTION OF UPDATED EMPLOYEE SAFETY MANUAL

WHEREAS, the Minnehaha County Commission has previously adopted the Minnehaha County Employee Safety Manual through the passage of Resolution MC 07-39 on July 24, 2007; and,

WHEREAS, the Minnehaha County Commission, for the reasons enumerated in that resolution, wishes to further those goals by reviewing and updating the Employee Safety Manual; and,

WHEREAS, said review and update having been completed by Minnehaha County Human Resources and the Minnehaha County Employee Safety committee, and the updates being found by the Commission to be acceptable and their adoption having been found to be in the best interest of the County and its employees,

THEREFORE BE IT RESOLVED, by the Minnehaha County Board of Commissioners that said updated version of the Minnehaha County Employee Safety Manual, dated April 4, 2017 be approved and adopted, replacing and superseding all prior versions of the same.

Dated this 4th day of April, 2017.

BY THE MINNEHAHA COUNTY BOARD OF COMMISSIONERS

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Gerald Beninga
Chair

ATTEST: Bob Litz, Auditor
Olivia Larson
Deputy Auditor

ALLOCATION

DJ Buthe, Highway Superintendent, gave a briefing on funds received from the sale of scrap metal. Due to the South Dakota Department of Transportation's Countywide Signing Program, the Highway Department collected 169,820 pounds of scrap metal from the old signs. The sale of the scrap metal netted \$17,020.20. The Commission may choose to either allocate the funds to the Highway Fund, where the property was inventoried, or to the General Fund. MOTION by Heiberger, seconded by Karsky, to allocate \$17,020.20 from the sale of scrap metal to the Highway Fund. 4 ayes. Barth voted nay.

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, office paper, and LED light bars will be purchased off of procurement contracts conducted by the State of South Dakota (State), the National Association of State Procurement Officials (NASPO), and/or the Western States Contracting Alliance (WSCA). MOTION by Barth, seconded by Bender, to approve the purchase of the following materials: 1) tires off of WSCA procurement, Contract RT12002 (Utah) from Goodyear, Bridgestone/Firestone, & Michelin; 2) fuel off of a pending State procurement from various vendors; 3) mastic materials off of State procurement, Contract 17037, Item 25, from Brock White Co.; 4) building and shop supplies off of NASPO procurement, Contract 1862 (Nevada), Contract 16168, and Contract 16096 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 17011 from IState Trucks; 7) digital radios off of State procurement, Contract 16084 and Contract 18731 from Motorola through Sioux Falls Two Way Radio Service, Inc.; 8) office paper off of State procurement, Contract 16894 and Contract 16893 from Heartland Paper Company; and 9) 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. 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 3, 2017. The price list will be available until January 3, 2018. MOTION by Heiberger, seconded by Barth, 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.

AGREEMENT

Erin Srstka, Juvenile Detention Alternatives Initiative Coordinator, presented a Sub-grant Agreement between Minnehaha County and The Urban Institute to fund a planning process for the implementation of a community triage center in the amount of \$50,000. Minnehaha County was awarded the grant through an application for the MacArthur Safety and Justice Challenge Network Innovation Fund. As the grant administrator and partner of the MacArthur Foundation, the Urban Institute will issue the grant to Minnehaha County through this agreement. MOTION by Heiberger, seconded by Barth, to authorize the Chair to sign the Sub-grant Agreement with The Urban Institute of Technology to receive a \$50,000 grant to fund the triage center planning process beginning January 1, 2017, and ending March 31, 2018. 5 ayes.

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GRANT EXTENSION

Carol Muller, Commission Administrative Officer, presented a Request for Amendment to extend the grant period of the Community Development Block Grant (CDBG) to utilize the remaining \$22,982.50 to continue the Commercial Driver's License Training Program for Southeast Technical Institute students and prospective employers. The CDBG funds come through the Governor's Office of Economic Development (GEOD), which requires a Request for Amendment to gain an extension on the use of the remaining funds. MOTION by Heiberger, seconded by Bender, to authorize the Chair to sign the Request for Amendment extending the use of the remaining \$22,982.50 from the Community Development Block Grant for the Commercial Driver's License Training Program beginning upon GOED approval and ending on April 30, 2018. 5 ayes.

LIAISON REPORTS

Commissioner Bender reported on the March 31, 2017, Homeless Advisory Board meeting where the board discussed how they can work with groups like Sioux Falls Thrive to avoid duplication of efforts and properly allocate funds.

Commissioner Heiberger reported on last week's 211 Helpline Center meeting where they provided updates on their utilization of the Bush Grant funds received last year.

Commissioner Heiberger reported her appointment by Chief Justice David Gilbertson to the Mental Health Response Oversight Council to oversee the implementation of a mental health bill that was passed during the 2017 legislative session.

Commissioner Barth reported on attending the April 3, 2017, Minnehaha County Association of Towns and Townships where he was approached with concerns regarding the potential appeal of Minnehaha County's current drainage ordinance.

NEW BUSINESS

Bob Litz, County Auditor, reported that he, along with Jason Toering, Computer Support Technician, recently met with ES&S in Omaha to discuss election equipment, election software, and the certification process of they are currently working on with the State of South Dakota. Mr. Litz also spoke on the future replacement of election equipment, and stated he will meet with the Secretary of State's Office June 12-14, 2017, to test election software prior to the State Election Board meeting on June 15, 2017.

MOTION by Bender, seconded by Karsky, to adjourn into executive session for personnel, litigation, and contracts. 5 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday April 11, 2017.

APPROVED BY THE COMMISSION:

Gerald Beninga
Chair

ATTEST:

Olivia Larson
Deputy Auditor