

11/29/2016

THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. November 29, 2016, pursuant to adjournment on November 22, 2016. Commissioners present were: Barth, Bender, Beninga, Heiberger, and Kelly. Also present were Olivia Larson, Commission Recorder, and Kersten Kappmeyer, Chief Civil Deputy State's Attorney.

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

MINUTES APPROVAL

MOTION by Beninga, seconded by Kelly, to approve the November 22, 2016, Commission Minutes. 5 ayes.

VOUCHERS TO BE PAID

MOTION by Barth, seconded by Bender, to approve the following bills totaling \$4,883,367.73. 5 ayes. Kim Adamson, Finance and Budget Officer, explained the semi-annual payment on the bond issues.

A & B Business Equip	Lease-Rental	167.80	A To Z World Languag	Interpreters	230.00
Airway Service Inc	Automotive/Sm	1,247.84	Airway Service Inc	Gas,Oil,Diese	87.32
All About Challenge	Other Miscell	423.50	Alpine Property Mgmt	Welfare Rent	500.00
Amazon/Syncb	Office Suppli	6.21	Amazon/Syncb	Other Supplie	14.63
Armor Correctional H	Contract Serv	30,602.40	Arrow Ridge Townhome	Welfare Rent	600.00
Aspen Park Apts	Welfare Rent	600.00	AT&T	Safety & Resc	40.75
Avera Health Informa	Clinics Aux	246.50	Avera Health Plans	Expenditures	2,057.52
Avera McKennan Hospi	Clinics Aux	218.71	Avera McKennan Hospi	Hospitals	6,812.27
Axis Forensic Toxic	Lab Costs	735.00	Bechtel, Dave	Welfare Rent	350.00
Bender Midwest Prope	Welfare Rent	500.00	BI Inc	Program Suppl	10,134.80
Bosch, Curt	Welfare Rent	346.60	Bosman, Joseph	Education & T	30.00
Boyer Trucks Sioux F	Truck Repair	87.17	Bradfield, Matt Db	Maintenance C	70.00
Brandner, Bud Clare	Welfare Rent	600.00	Bridgewood SD Inv II	Welfare Rent	500.00
Brown & Saenger	Office Suppli	15.79	Brown & Saenger	Printing/Form	800.00
Builders Supply Comp	Building Repa	1,238.00	Bureau Of Informatio	Telephone	297.00
C&J Inc Db	Trash Removal	105.00	C&R Supply Inc	Automotive/Sm	152.26
CBM Managed Services	Board Of Pris	12,548.73	CBM Managed Services	Child Care Fo	5,008.89
Century Business Pro	Lease-Rental	912.02	Century Business Pro	Maintenance C	479.88
Centurylink	Contract Serv	38.52	Centurylink	Telephone	729.30
Chagolla, Albert	Interpreters	25.00	Colton Farmers Eleva	Truck Repair	20.13
Concrete Materials	Road Maint	98.09	Constellation New En	Natural Gas	8,767.93
Counseling Resources	Attorney Fees	150.00	Crittenden, John	Uniform Allow	195.24
Dakota Data Shred	Trash Removal	45.00	Dakota Point Apartme	Welfare Rent	500.00
Dikun, Peter	Sign Deposits	50.00	Disburg, Julia	Business Trav	117.39
Eh Hospitality LLC	Motels	600.00	Election Systems & S	Printing/Form	4,888.17
Electric Supply Co	Data Processi	105.83	Engbrecht, Roger	Welfare Rent	600.00
Etterman Enterprises	Small Tools	98.64	Evans, Jerald L	Welfare Rent	800.00
Evans, Preston	Investigators	212.10	Family Service Inc	Other Profess	3,440.00
First Dakota Nationa	2015 HLS Grant	3,614.75	Fleetpride Holt, I	Truck Repair	50.98
Fonder, Roger M Db	Automotive/Sm	1,294.03	Goebel Printing, Inc	Office Suppli	121.26
Goebel Printing, Inc	Printing/Form	89.28	Great Western Bank	Welfare Rent	323.46
Gregory County	Misc Jail	380.68	Harmon, Karla	Bd Evaluation	4,860.00
Hasseler, Kenneth D	Other Profess	1,000.00	Heartland Paper Comp	Janitorial/Ch	220.13
Heimdahl, Marie Ann	Court Reporte	60.80	HMN Hardware Inc	Road Maint	28.99
Hoekstra, Denise A	Court Reporte	53.20	Hy-Vee Accounts Rece	Pharmacies	719.58
Interstate All Batte	Truck Repair	349.65	Interstate Office Pr	Office Suppli	1,262.39
Interstate Power Sys	Building Repa	315.00	Iosty, James	Bd Exp Fees	6,345.00
Iosty, James	Crisis Interv	378.00	Jaymar Business Form	Printing/Form	725.80
JD's House Of Trophi	Other Miscell	129.90	John Morrell & Co	Cobra Insuran	423.70
King, Jennifer	Welfare Rent	600.00	Kruse, Renae S	Attorney Fees	92.00
Larson, Jeff	Attorney Fees	1,014.80	Locators & Supplies	Parts Invento	35.98
Lodermeier Family Ll	Welfare Rent	300.00	Loving, Philip	Bd Evaluation	90.00
Lutheran Social Svcs	Alternatives	62,232.33	Lutheran Social Svcs	Bd Evaluation	787.50
Marberg, Richard	Archive/Prese	4,146.00	McGowan, Aaron F	Business Trav	189.00
McKesson Medical-Sur	Clinics Aux	21.80	McLeod's Print & Off	Printing/Form	220.00

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Med-Star Paramedic I	Transportatio	1,500.00	Metro Communications	Clinics Aux	80.00
Metro Communications	Other Miscel	210,178.06	Midamerican Energy C	Natural Gas	726.57
Miller Funeral Home	Burials	5,185.00	Narveson, Mark	Uniform Allow	229.13
Neve's Uniforms	Uniform Allow	1,736.47	North American Truck	Truck Repair	548.81
Northeast Investment	Welfare Rent	700.00	Novak Sanitary Servi	Trash Removal	233.74
Oreilly/First Call A	Education & T	284.85	Oreilly/First Call A	Parts Invento	193.95
Oreilly/First Call A	Truck Repair	21.84	Parkview, LLC	Welfare Rent	500.00
Pennington County Ja	Extradition	5,752.40	Qualified Presort Se	Postage	6,543.63
Quill Corp	Office Suppli	240.70	Red Rock Inn	Motels	405.00
Redlin, Jim Db	Parts Invento	87.36	Reliance Telephone I	Telephone	1.97
Rochester Armored Ca	Armored Car S	379.50	Rosecrest Townhouses	Welfare Rent	131.73
Ruano, Mel	Welfare Rent	500.00	Sanford Clinic Fi	Other Miscell	58.00
Sanford Health Med	Hospital Prep	2,814.94	Sanford Hospital	Blood Withdra	60.00
Sanford Hospital	Hospitals	2,379.80	Sanford Hospital Med	Clinics Aux	69.00
Sanford Laboratories	Lab Costs	202.05	Schultz, Shannon	Business Trav	77.00
SD Dept Of Public Sa	Other Miscell	15.00	SD Dept Of Revenue	Beer Liquor	75.00
SD Div Of Criminal I	Professional	129.75	SD Human Services Ce	Clinics Aux	50.20
SD Human Services Ce	Other Profess	600.00	SD Secretary Of Stat	Office Suppli	30.00
SF Specialty Hospita	Recruitment	1,072.00	Sigler Fire Equipmen	Other Profess	50.50
Sioux Falls Psycholo	Other Profess	250.00	Sioux Falls Utilitie	Electricity	8,214.04
Sioux Falls Utilitie	Water Sewer	9,351.83	Stan Houston Equipme	Bridge Repair	57.59
Stockwell Engineers	Architects	51,288.46	Szameit, Alexandra	Interpreters	125.00
Taser International	Safety & Resc	5,162.61	Taylor Place LLC	Welfare Rent	275.00
Thomson Reuters We	Books	248.10	Thomson Reuters We	Legal Researc	3,171.38
Tires,Tires,Tires In	Automotive/Sm	351.56	Tires,Tires,Tires In	Gas,Oil,Diese	185.85
Triangle Properties	Welfare Rent	500.00	True North Steel	Pipe & Culver	15,803.20
US Bank Equipment Fi	Lease-Rental	136.72	US Bank-Corporate Tr	Bond Princ	3,937,125.52
US Bank-Corporate Tr	Cash With T	-136,455.07	Variety Foods LLC	Other Profess	260.42
Vern Eide Motoplex	Automotive/Sm	78.98	Vogel Motors LLC	Gas,Oil,Diese	33.00
Volunteers Of Americ	Other Profess	3,290.00	Walgreen Co	Pharmacies	324.79
Wheelco Brake & Supp	Parts Invento	97.20	Winner Police Depart	Extradition	66.80
Workman, Joshua	Welfare Rent	800.00	Xcel Energy, Inc	Electricity	53,715.08
Xcel Energy, Inc	Welfare Utili	421.92	Zuercher Technologie	2016 HLS Gra	491,733.73
10Th Street Autawash	Automotive/Sm	15.45	3D Specialties, Inc	Sign Supply/I	170.70

November Salaries Paid

Commission	Salaries	31,393.66	Auditor	Salaries	67,495.42
Treasurer	Salaries	67,402.86	Information Technology	Salaries	66,264.91
States Attorney	Salaries	223,094.65	Public Defender	Salaries	152,734.74
Public Advocate	Salaries	47,621.02	Facilities	Salaries	86,201.53
Equalization	Salaries	77,138.91	Register Of Deeds	Salaries	43,627.16
Human Resources	Salaries	23,820.10	Sheriff	Salaries	878,333.17
Emergency	Salaries	15,470.40	Juvenile Detention Center	Salaries	128,446.48
Highway	Salaries	133,661.65	Human Services	Salaries	114,256.36
Museum	Salaries	60,618.75	Planning	Salaries	32,168.01
Extension	Salaries	3,083.20			

REPORT

The October 2016 Juvenile Detention Center Report and the Auditor's 2016 General Election Expenses Report were received and placed on file in the Auditor's Office.

PERSONNEL

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

1. To accept the resignation of Brynn Muir as Correctional Officer in Training for the Jail effective 11/17/16.
2. To accept the resignation of Kimberly Gruhlke as Corrections System Operator for the Jail effective

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11/30/16.

3. To end the seasonal employment of Kenneth McFarland, Toby Orlando, Edward Hruska, Jerry Goodall, and Harrison Curtin as Election Workers for the Auditor effective 11/14/16.
4. To end the seasonal employment of Holly Henard, Kathleen Behrend, Connie Ideker, Mary Jacobson, Cecile Wollman, Jane Mydland, Jaqueline May, Mildred Blake, Merla Severson, and Karen May as Election Workers for the Auditor effective 11/28/16.
5. To hire John Chau as Safe Home Program Worker for Safe Home at \$14.70/hour effective 11/29/16.
6. To accept the resignation of Shantel Meester as Legal Office Assistant for the Public Defender's Office effective 11/28/16.
7. To accept the resignation of Angela Runnels-Murphy as Senior Deputy Public Defender for the Public Defender's Office effective 12/1/16.
8. To amend the hire date of Adam Yagaloff, Deputy Public Defender for the Public Defender's Office, to 11/29/16.

Step Increases

1. Carol Muller – Commission Administrative Officer – Commission – 26/12 – 7/15/16 - \$4,348.80/bi-weekly
2. John Shields – Building Facilities Maintenance Technician – Facilities – 14/9 – 11/21/16 - \$21.80/hour

2017 COMPENSATION AND EMPLOYEE POLICIES

MOTION by Barth, second, by Bender, to approve the 2017 Pay Matrix with a 2% increase. 5 ayes.

MOTION by Bender, seconded by Barth, to approve the 2017 Seasonal and Variable Hour Rates with an update to Level A making the minimum \$8.65 per hour and the maximum \$15.30 per hour. 5 ayes.

MOTION by Bender, seconded by Barth, to approve updates to the paid time off policy including an increase in accrual rates by approximately one day a year for eligible employees with 4-5 and 12-15 completed years of service; and to approve an update to the extended sick leave (ESL) policy that includes increasing the allowance for ESL use from two weeks to three weeks following the birth/adoption of a child. 5 ayes.

AGREEMENT

Carey Deaver, Human Resources Director, gave a briefing on a one year renewable contract between Minnehaha County and Lincoln County for Human Resources Services. Under the terms of the contract, Minnehaha County Human Resources staff will provide support in person in Lincoln County for one day a week and by phone throughout the week during normal business hours. Lincoln County will reimburse Minnehaha County at the rate of \$5,542 per month. MOTION by Beninga, seconded by Bender, to authorize the Chair to sign a one year renewable contract beginning January 1, 2017, through December 31, 2017, between Minnehaha County and Lincoln County for Human Resources Services at a total projected cost of \$66,504. 5 ayes.

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BRIEFING

Erin Srstka, Juvenile Detention Alternatives Initiative Coordinator, gave a briefing on the Lutheran Social Services (LSS) Shelter Care and Reception Center utilization for August, September, and October 2016. The total amount billed to Minnehaha County is the actual cost of the services minus any revenue received from shelter care bed rental, school lunch program reimbursement, or applicable grant funding. The original contract amount was for \$2,412,334.31. Through October 2016, the County has paid a total of \$331,550. The LSS Shelter Care and Reception Center are being used close to capacity. Sheila Weber, LSS Vice President of Child and Youth Services, reported on the success of the Reception Center and Shelter Care citing statistics on the use of the programs.

APPEAL

David Heinold, Planner, gave a briefing on an appeal filed by David Weiland of an administrative decision to charge a \$500 penalty fee for conducting drainage work without a permit on the property legally described as the SE1/4 (Ex. Tract 1 Ronning's Addition & H-2 and Ex. HY) in Section 33, Dell Rapids Township. Drainage permit #16-05 was issued to David Weiland for tile drainage in March 2016. After a complaint was received and staff inspection of the area, a Stop Work Order letter was sent to the property owner for altering a watercourse without filing proper documentation. Staff inspected the area again on three separate occasions, to find more work had been done without a permit. Staff then sent a Zoning Ordinance violation letter to the property owner for commencing the additional drainage work without a permit for routine maintenance of a natural waterway. The property owners later picked up a drainage permit application from the Planning and Zoning Department at which time staff advised the property owners they would need to pay the application fee plus the penalty fee of \$500 for conducting drainage work without a permit. On November 7, 2016, Drainage Permit #16-46 was filed for routine maintenance of the natural waterway. Paul Weiland, 24970 475th Ave, Dell Rapids, son of property owners David and Sharon Weiland, stated he received bad advice from the Minnehaha County Planning and Zoning Department in March 2016 when he inquired about a permit for the work he was planning to conduct. Mr. Weiland stated he was told a permit was only needed for the drainage tile and not the other work, and noted the Stop Work Order letter was never received. Mr. Weiland also stated the two downstream neighbors signed certified letters consenting to the work he intended to do in advance of it being conducted. Kevin Hoekman, Planner, stated he issued the original permit for the drain tile and he did not recall advising Mr. Weiland that he did not need a permit for the additional work. Mr. Hoekman stated it is unlikely he would have given such advice due there being few cases where drainage tile or digging can be done without a permit. Kersten Kappmeyer, Chief Civil Deputy State's Attorney, stated it is up to the Commissioners to decide whether or not Mr. Weiland received contrary advice from the Planning and Zoning Department and if it is reasonable to rely on advice from that department. Commissioner Barth stated he can see where a miscommunication can happen, but believes that rerouting a creek is beyond what someone could reasonably expect to be done without a permit. Mr. Heinold presented the application for permit #16-05 to the Commissioners. Based on information provided in the application by the applicant, Commissioners Heiberger, Beninga, and Kelly agreed there is some lack of clarity on the work that was going to be done. Commissioners Kelly and Bender stated they would be in favor of waiving the penalty fee due to the circumstances and lack of clarity on the application. Commissioner Barth stated he is not in favor of waiving the penalty fee. Commissioner Beninga stated this situation should be used as a learning experience to require more descriptive information when applications for permits are received. MOTION by Kelly, seconded by Bender, to waive the \$500 penalty fee. 4 ayes. Barth voted nay.

VEHICLE PURCHASE

Lynn DeYoung, Emergency Management Director, requested approval for the purchase of one (1) 2017 Dodge Ram 5500 off of South Dakota State Bid Contract 16994 from Iverson Chrysler with added options at a total cost of \$47,990. The vehicle will be used to enhance volunteer emergency operations for the department and is included in the budget. MOTION by Bender, seconded by Barth, to approve the purchase of one (1) 2017 Dodge

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Ram 5500 off of South Dakota State Bid Contract 16994 from Iverson Chrysler of Mitchell, SD with added options at a total cost of \$47,990. 5 ayes.

AGREEMENT

Keith Wynia, Air Guard Supervisor, gave a briefing on the FY 2017 Joint Security Protection Agreement between Minnehaha County and the SD Department of Veterans and Military Affairs. The agreement is for \$632,377.93. This is a decrease in funding of \$62,162.61 from the previous contract amount. The total projected cost for FY2017 (October 1, 2016 thru September 30, 2017) is \$819,366. This leaves an initial shortfall of \$186,988.07. The Air National Guard stated that the additional funding will arrive well before the end of FY2017, and there will not be a delay in payment to the County. MOTION by Beninga, seconded by Kelly, to authorize the Chair to sign the FY2017 Joint Security Protection Agreement between Minnehaha County and the SD Department of the Military in the amount of \$632,377.93. 5 ayes.

LEASES

Bill Hoskins, Museum Director, gave a briefing on the 2017 lease agreements for the Sioux Valley Genealogical Society and the Minnehaha County Historical Society. Under the terms of the agreements, the Genealogical Society will lease approximately 600 square feet of office space on the second floor of the Old Courthouse Museum. The Historical Society will lease approximately 178 square feet of office and storage space on the first floor of the Old Courthouse Museum. Both leases are for 12 months. There is no charge for the lease space. The County pays for light, heat, and custodial services. The Societies pay for their own phone and comprehensive general liability insurance. MOTION by Kelly, seconded by Beninga, to authorize the Chair to sign the 2017 lease agreements between Minnehaha County and the Sioux Valley Genealogical Society and Minnehaha County Historical Society. 5 ayes.

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

The Commission adjourned until 9:00 a.m. on Tuesday December 6, 2016.

APPROVED BY THE COMMISSION:

Cindy Heiberger

Chair

ATTEST:

Olivia Larson

Deputy Auditor