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THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M. March 6, 2018, pursuant to adjournment on February 27, 2018. Commissioners present were: Bender, Beninga, and Karsky. Commissioners Barth and Heiberger were absent. Also present were Olivia Larson, Commission Recorder, and Margaret Gillespie, Senior Deputy State's Attorney.

MOTION by Beninga, seconded by Karsky, to approve the agenda. 3 ayes.

MINUTES APPROVAL

MOTION by Karsky, seconded by Beninga, to approve the February 27, 2018, Commission Minutes. 3 ayes.

MOTION by Beninga, seconded by Karsky, to approve the February 27, 2018, Joint Minnehaha County/City of Sioux Falls Minutes. 3 ayes.

VOUCHERS TO BE PAID

MOTION by Karsky, seconded by Beninga, to approve the following bills totaling \$520,398.94. 3 ayes.

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|-----------------------|----------------|-----------|-----------------------|-----------------|-----------|
| A&B Business | Maint | 141.37 | ABN Army Surplus | Uniform Allow | 400.00 |
| Airgas | Small Tools | 16.30 | Airteq | Jail Repairs | 1,178.42 |
| Airway Svc | Automotive | 757.81 | Airway Svc | Gas,Oil,Diesel | 76.92 |
| Allied Oil & Tire | Truck Repair | 30.00 | Apland, Daniel | HS Donation | 425.00 |
| Apland, Daniel | Welfare Rent | 550.00 | Applied Engineering | Software | 4,300.00 |
| Ascano, Ricardo P | Other Prof | 1,500.00 | Attakwa, Masjid | Amounts Held | 397.04 |
| Avera Health Plans | Expenditures | 5,028.60 | Avera McKennan | Hospitals | 3,436.00 |
| Avera McKennan | Other Prof | 2,500.00 | Barnett Lewis Funeral | Burials | 2,000.00 |
| Begley, Anthony | Other Prof | 1,250.00 | Best Western Ramkota | Business Trav | 404.95 |
| Boyer Trucks | Truck Repair | 93.44 | Bradfeldt, Becky | Business Trav | 54.60 |
| Brandon Ace Hardware | Automotive | 359.80 | Brentwood Apts | Welfare Rent | 300.00 |
| Brock White | Road Material | 20,328.70 | Brown & Saenger | Office Supplies | 168.57 |
| Bruxvoort, Jordan | Interpreters | 25.00 | Bureau Of Info | Data Com | 113.00 |
| Bureau Of Info | Telephone | 24.75 | Butler Machinery | Truck Repair | 81.33 |
| C&R Supply | Truck Repair | 62.46 | Cambium | Program Act | 50.00 |
| Cartridge World | Data Process | 933.91 | CBM Managed Svcs | Board Of Pris | 26,721.25 |
| Centurylink Com | Contract Svc | 32.65 | Centurylink Com | Telephone | 848.15 |
| Cole Papers | Janitorial | 3,861.00 | D Sonny Walter | Attorney Fees | 6,553.40 |
| Dakota Light | Store Inv | 240.00 | Dakota Psychological | Psych Evals | 3,433.50 |
| Decisionone | Maint | 168.52 | Dedula, Carla F | Court Reporter | 170.00 |
| Denise Hoekstra | Court Reporter | 225.20 | Double H Paving | Snow Removal | 2,381.88 |
| Dover, Sena S | Bd Eval | 990.00 | Duffy, Ryan | Attorney Fees | 2,428.30 |
| Duffy, Ryan | Child Defense | 2,808.80 | Evans, Preston | Investigators | 243.60 |
| Farnsworth, Michael | Other Prof | 6,000.00 | Franklin Properties | Welfare Rent | 501.00 |
| Fully Promoted | Uniform Allow | 3.00 | G&R Controls | JDC Maint | 617.30 |
| Galls Quartermaster | Uniform Allow | 1,701.04 | Gary Cones Amoco | Transportation | 35.00 |
| Gaylord Bros | Program Act | 1,514.11 | George, Aaron | Welfare Rent | 960.00 |
| Godoy Medical Forens | Other Prof | 756.00 | Grainger | Small Tools | 126.34 |
| Graybar Electric | Electrical | 1,764.36 | Guzman, Sandra V | Interpreters | 150.00 |
| Hanson, Michael W | Attorney Fees | 432.40 | Heirigs, Mary Ellen | Bd Exp Fees | 456.00 |
| High Point Networks | Maint | 6,560.00 | Holiday Credit Office | Data Process | 17.99 |
| Holiday Credit Office | Gas,Oil,Diesel | 98.56 | Horn Law | Attorney Fees | 173.20 |
| HP Hewlett | Data Process | 719.00 | HP Hewlett | Data Process | 248.79 |
| Hughes Law | Attorney Fees | 94.00 | Humboldt Fire | Transportation | 300.00 |
| Hurtgen Properties | Welfare Rent | 350.00 | HyVee | Pharmacies | 52.61 |
| Infrastructure Design | Architects | 26,936.05 | Interstate Office | Office Supplies | 306.11 |
| ISI | Interpreters | 320.00 | Iteris | Software | 7,080.00 |
| Jaymar | Printing/Form | 395.60 | JCL Solutions | Janitorial | 48.20 |
| JCL Solutions | Kitchen/Clean | 1,805.32 | JDS House Of Trophies | Other Misc | 70.00 |
| Jeff Larson Law | Attorney Fees | 225.60 | Jeff Larson Law | Child Defense | 169.20 |
| John Koch Investment | Welfare Rent | 500.00 | Katterhagen, Mark | Bd Exp Fees | 15.00 |
| KCH Law | Attorney Fees | 164.78 | Koch Hazard Architect | Museum Col | 12,125.07 |

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| Kohlhoff, Kari | Program Act | 55.49 | Kronos | Software | 9,250.00 |
| Laughlin Law | Attorney Fees | 2,245.40 | Lawson Products | Small Tools | 398.11 |
| Leaf | Office Supplies | 129.80 | Loving, Philip | Bd Eval | 2,782.50 |
| Madison Apts | Welfare Rent | 892.00 | Matheson Trigas | Small Tools | 31.36 |
| Meadowland Apts | Welfare Rent | 428.00 | Metro Communications | Other Misc | 197,204.93 |
| Midamerican Energy | Natural Gas | 7,422.06 | Midamerican Energy | VOA Dakotas | 1,447.98 |
| Midstates Utility | Small Tools | 60.84 | Mikelson Law | Attorney Fees | 228.58 |
| Miller Funeral Home | Burials | 4,000.00 | MC Human Svcs | Other Supplies | 141.70 |
| MC Prisoner | Prisoner/Bond | 408.00 | Morse Correctional | Contract Svc | 800.00 |
| Multicultural Center | Interpreters | 563.75 | Napa Auto Parts | Parts Inv | 115.78 |
| Natl Assoc For Public | Memberships | 875.00 | North Central Intl | Truck Repair | 230.87 |
| Northridge Properties | Welfare Rent | 952.00 | Oreilly Auto Parts | Education | 379.80 |
| Osborn, Roxane R | Court Reporter | 15.75 | Pennington Cnty | Extradition | 10,113.70 |
| Pharmchem | Testing Sup | 258.00 | Platt & Associates | Attorney Fees | 2,500.00 |
| Prestox | Outside Repair | 215.00 | Price, Thomas L Phd | Other Prof | 1,200.00 |
| Quail Hollow Town | Welfare Rent | 600.00 | Qualified Presort | Postage | 118.67 |
| R&L Supply | HHS Maint | 268.80 | Redwood Estates | Welfare Rent | 500.00 |
| River Glen Place | Welfare Rent | 600.00 | Rods Property | Welfare Rent | 520.00 |
| Sanford Hospital | Hospitals | 2,064.62 | Sanford Hospital | Welfare Rent | 1,600.00 |
| Sanford Housing-Rent | Welfare Rent | 600.00 | Sanford Release | Medical Record | 51.25 |
| Sanitation Products | Truck Repair | 987.30 | Schmidt, Melissa | Business Trav | 128.00 |
| SD Assoc Of Assess | Education | 1,575.00 | SD Div Of Criminal | Professional | 86.50 |
| SD Police Chiefs Assc | Education | 255.00 | SD Public Assurance | Property | 606.85 |
| Severtson, Allen | Business Trav | 327.56 | SF Properties | Welfare Rent | 500.00 |
| Sioux Empire Fair | Other Misc | 12,500.00 | Sioux Falls Psych | Attorney Fees | 350.00 |
| Sioux Falls Rubber | Office Supplies | 23.95 | Sioux Falls School | Program Act | 176.54 |
| Sioux Falls Utilities | Welfare Utilitie | 120.10 | Solarwinds | Maint | 480.00 |
| Southeastern Behavior | Crisis Inter | 6,561.37 | State Steel Of SD | Truck Repair | 176.80 |
| Strange Farrell John | Child Defense | 263.66 | Street Smart Rental | Automotive | 248.27 |
| Streichers | Uniform Allow | 750.00 | Sturdevants Auto | Parts Inv | 8.64 |
| Sturdevants Auto | Small Tools | 6.90 | Szameit, Alexandra | Interpreters | 75.00 |
| Taylor Place | Welfare Rent | 500.00 | Tires Tires Tires | Truck Repair | 263.93 |
| Transitions Doula | Other Misc | 455.00 | Tschetter & Adams | Attorney Fees | 231.19 |
| Tyler Technologies | Maint | 42,418.00 | US Bank Equipment | Lease-Rental | 136.72 |
| Variety Foods | Other Prof | 594.83 | Vash Properties | Welfare Rent | 600.00 |
| Voison, Alexander R | Attorney Fees | 217.82 | Walgreen | Pharmacies | 183.51 |
| Walmart | Pharmacies | 4.55 | Walton, Marcus | Attorney Fees | 3,045.60 |
| West 11Th Properties | Welfare Rent | 600.00 | Wheelco Brake | Truck Repair | 215.70 |
| Wilka & Welter | Attorney Fees | 4,543.06 | Windsor Heights | Welfare Rent | 500.00 |
| Wineinger, Steve | Witness Fees | 24.20 | Winner Police Dept | Board Of Pris | 165.00 |
| Winner Police Dept | Extradition | 67.20 | Woods Fuller Shultz | Jail Expansion | 8,470.00 |
| Woods Fuller Shultz | Other Prof | 148.50 | Xcel Energy | Welfare Utilitie | 157.10 |
| Xigent Solutions | Maint | 6,094.00 | Yankton Cnty Sheriff | Return Of Svc | 150.00 |
| 10Th Street Extended | Motels | 250.00 | | | |

REPORT

The January 2018 Juvenile Detention Center Report, the December 2017 Minnehaha County Coroner Report, the Minnehaha County 4th Quarter Coroner Report, and the Minnehaha County 2017 Annual Coroner's Report were received and placed on file in the Auditor's Office.

PERSONNEL

MOTION by Beninga, seconded by Karsky, to approve the following personnel changes. 3 ayes.

1. To accept the resignation of Andrew Struck as Correctional Officer in Training for the Jail effective 3/6/18.
2. To accept the resignation of Austin Schuller as Correctional Officer in Training for the Jail effective 3/9/18.

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3. To place Chansey Ford, Deputy Sheriff (17/5) for the Sheriff's Office, on Military Leave without pay effective 3/1/18 to 7/14/21.
4. To accept the retirement of Bonnie Costain as Senior Deputy State's Attorney for the State's Attorney's Office effective 3/5/18.

Step Increases

1. Megan Glass – Legal Office Assistant – State's Attorney's Office – 10/8 – 1/16/18 - \$18.08/hour
2. Cyndi Jensen – Legal Office Assistant – State's Attorney's Office – 10/6 – 2/2/18 - \$17.20/hour
3. Aaron Tilley – Juvenile Correctional Officer I – Juvenile Detention Center – 12/4 – 1/18/18 - \$18.08/hour

Special Personnel Action

To recognize the following significant employee anniversaries for March 2018: 5 years – Jeanette Spaans, Neil Fossum, and Andrew Nielson; 15 years – Janet Buckley; 25 years – Lori Stangeland; and 40 years – Cheryl Olson.

To record volunteers in County Departments for February 2018. This list is on file at Human Resources.

Upon the request of Carey Deaver, Director of Human Resources, MOTION by Beninga, seconded by Karsky, to authorize the Sheriff's Office to hire one Deputy Sheriff over the positions in their payroll budget beginning March 1, 2018, for three years only due to a military leave of absence. 3 ayes.

MANUAL UPDATES

Carey Deaver, Director of Human Resources, presented an update to the Minnehaha County Safety Manual to include a section on interacting with customers who become disruptive. The intent of the new section is to provide employees with guidelines to prevent situations from escalating or for contacting individuals who can assist them. MOTION by Karsky, seconded by Beninga, to approve the updates to the Minnehaha County Safety Manual to include a section on Customer Disruptive Behavior. 3 ayes.

Carey Deaver, Director of Human Resources, presented updates to the Minnehaha County Drug and Alcohol Testing Procedure Manual. The updates are to include a recent expansion by the US Department of Transportation (USDOT) to include synthetic opioid drug testing, and to more closely align the manual with the USDOT's guidelines on post-accident drug testing. MOTION by Beninga, seconded by Karsky, to approve the updates to the Minnehaha County Drug and Alcohol Testing Procedure Manual regarding opioid testing and post-accident/safety violation testing. 3 ayes.

Carey Deaver, Director of Human Resources, presented updates to the Minnehaha County Employee Handbook. The following are eight proposed updates: 1) Edit Section 3.2 to clarify that non retaliation and confidentiality provisions apply to employees who report discrimination and retaliation as well as to those who report harassment; 2) Edit Section 5.2 to reflect that variable hour employees may not average more than 24 hours per week; 3) Edit Section 6.7 to indicate employees should notify their supervisor of any pay discrepancies, unrecorded work time, or time recorded in error; 4) Edits to Section 12.7 to more clearly reflect the current process for post-accident drug testing and to reflect that drug testing includes opioids and methamphetamines; 5) Edit Section 14.8 on the use of County credit cards to clarify authorized uses, requirements for sales receipts, processes for addressing tax changes, and procedures for addressing potential fraudulent use; 6) Edits to Sections 10.5 and 15.10 clarifying that employees who are on Family and Medical Leave Act leave should not use the time for engaging in other employment; 7) Edit Section 16.1 to reflect that the County's employee relations complaints

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process does not create a contract of employment or due process rights; and 8) Edit Section 17.1 to reflect that complaint records will not be maintained in personnel files. MOTION by Karsky, seconded by Beninga, to approve and adopt the updates to the Minnehaha County Employee Handbook. 3 ayes.

NOTICES

Upon the request of Kim Adamson, Finance and Budget Officer, MOTION by Beninga, seconded by Karsky, to authorize the Auditor to post a Notice of Hearing on March 20, 2018, to consider 2017 Carryovers and 2018 Supplements in the amount of \$1,465,195.30 in the General Fund and \$1,425,340.44 in the Special Revenue Fund. 3 ayes.

PLANNING AND ZONING NOTICE

Kevin Hoekman, 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 the C Commercial District to Hoppe PD Planned Development District legally described as Tract 1, Severson's Addition, SW1/4, Section 32-T101N-R47W, Valley Springs Township, Minnehaha County, South Dakota., located approximately 6 miles east of Sioux Falls. MOTION by Karsky, seconded by Beninga, to authorize the Auditor to publish a Notice of Hearing on March 27, 2018, to consider the rezoning amendment. 3 ayes.

MALT BEVERAGE LICENSE TRANSFER

Olivia Larson, Deputy Auditor, was present for a public hearing to consider an application for transfer of the Retail On-Off-Sale Malt Beverage License from Wild Water West Waterpark. Due the approval of Ordinance 16-151-17 and Conditional Use #18-01, a transfer of the current license is necessary to add a new legally described area. The new legal description is as follows: W600', E 1400', S790', NE 1/4, S36-T101N-R51W; and E 1/2 NW 1/4 SE 1/4 & NE 1/4 SE 1/4 (Ex H-1 & Ex Tr 1 Alvine's Addn) 36-101-51. The license was reviewed by the State's Attorney's Office, the Planning & Zoning Department, and the Sheriff's Office with no objections or concerns reported. No one spoke in opposition. MOTION by Beninga, seconded by Karsky, to approve the transfer of the Retail On-Off-Sale Malt Beverage License for Wild Water West Waterpark to update the legal description as follows: W600', E 1400', S790', NE 1/4, S36-T101N-R51W; and E 1/2 NW 1/4 SE 1/4 & NE 1/4 SE 1/4 (Ex H-1 & Ex Tr 1 Alvine's Addn) 36-101-51. 3 ayes.

PUBLIC HEARING

Leslie Mastroianni, South Eastern Council of Governments Planner I, was present for the public hearing and gave a briefing on the Community Development Block Grant #1212-308 for Southeast Technical Institute's Certified Nursing Assistant Work Force Development Project. No one spoke in opposition, and no action needed to be taken by the Commission.

BID AWARD

DJ Buthe, Highway Superintendent, reported on the February 21st, 2018, bid opening for Project Number MC17-05 for the installation of County wide NCHRP 350 TL3 High Tension Cable Guardrail in various locations. Three bids were received from the following companies: BX Civil & Construction, Inc., \$344,098.50; First Rate Excavate, Inc., \$378,978.00; and Soukup Construction, Inc., \$356,697.35. The engineer's opinion of cost was \$351,822.10. A letter of recommendation was provided by Ulteig Engineers to award the bid to the low bidder, BX Civil & Construction, Inc. MOTION by Karsky, seconded by Beninga, to award the bid to BX Civil & Construction, Inc in the amount of \$344,098.50, and authorize the Vice-Chair to sign the contractor contract. 3 ayes.

LEGISLATIVE UPDATE

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Craig Dewey, Assistant Commission Administrative Officer, gave an update and status report of the 2018 Legislative Session on bills that impact Minnehaha County.

LIAISON REPORT

Commissioner Karsky reported on meeting with DJ Buthe, Highway Superintendent, last week to discuss administrative work in the department.

Commissioner Beninga thanked the Information Technology Department for their work on a recent software change.

MOTION by Karsky, seconded by Beninga, to adjourn. 3 ayes.

The Commission adjourned until 9:00 a.m. on Tuesday, March 13, 2018.

APPROVED BY THE COMMISSION:

Jean Bender

Vice-Chair

ATTEST:

Olivia Larson

Deputy Auditor