

THE MINNEHAHA COUNTY COMMISSION CONVENED AT 9:00 AM on May 28, 2024, pursuant to adjournment on May 21, 2024. COMMISSIONERS PRESENT WERE: Bender, Beninga, Bleyenberg, and Karsky. Commissioner Kippley was absent. Also present were Kym Christiansen, Commission Recorder, and Maggie Gillespie, Senior Deputy State's Attorney.

Chair Karsky called the meeting to order.

MOTION by Bender, seconded by Bleyenberg, to Approve the Agenda. 4 ayes

CONSENT AGENDA

MOTION by Beninga, seconded by Bleyenberg, to Approve the Consent Agenda. By roll call vote: 4 ayes. The consent agenda includes the following items:

Commission Meeting Minutes for May 21, 2024

Bills to be Paid \$696,783.36

4SIGHT LABS INC Contract Services \$115116, A&B BUSINESS SOLUT Lease-Rental Agreement \$170.52, A&B BUSINESS SOLUT Maintenance Contracts \$318.82, A&B BUSINESS SOLUT Office Supplies \$33.15, AARON GEORGE PROPERT Welfare Rent \$775, ABI Jail Repairs & Maintenance \$1563, ABI Repair/Renovations \$1002.95, ABN ARMY SURPLUS COR Uniform Allowance \$699.99, ACCREDITATION AUDIT Subscriptions \$150, ADVANCED PEST SOLUTI Maintenance Contracts \$70, ALBERT HOUSE APARTME Welfare Rent \$700, ALL NATIONS INTERPRE Interpreters \$2278.3, ANDERSON, AUBREY Business Travel \$313.88, ANDERSON, JENNIFER Bd Evaluations (Minnehaha) \$614.16, ANGEL, EDWARD P Attorney Fees \$1133.48, ARCHITECTURE INC Museum Renovations \$5575, AUTOMATIC BUILDING C Building Repairs & Maintenance \$1333.68, AUTOMATIC BUILDING C Contract Services \$255, AVERA MCKENNAN Subaward Contracts \$18179.46, AXIS FORENSIC TOXICO Lab Costs \$548, BABINSKI PROPERTIES Welfare Rent \$575, BENZ, KARI MacArthur SJC Grant \$112, BERENS, LISA Business Travel \$34, BIRSCHBACH EQUIPMEN Bridge Repair & Maintenance \$499.2, BIRSCHBACH EQUIPMEN Truck Repairs & Maintenance \$499.2, BIRMINGHAM & CWACH L Attorney Fees \$396.66, BLACKBURN & STEVENS Attorney Fees \$149.5, BLEYENBERG, JEN MacArthur SJC Grant \$785.32, BOYD, MICHELLE Business Travel \$26, BURNS, JASON Investigators Expenses \$119.85, CASEY LOWE Abatement Interest \$3.41, CDW GOVERNMENT Data Processing Supplies \$277.86, CENTURYLINK LONG DIS Telephone \$1534.48, CHAPEL HILL FUNERAL Burials \$2000, CLEVELAND CENTER APT Welfare Rent \$992, COUNTY OF BON HOMME Board of Prisoners-Housing \$270, CREEKSTONE FALLS Welfare Rent \$700, CURIOUS MUSIC Program Activities \$400, DAKOTA LAW FIRM PROF Attorney Fees \$1541, DAKOTALAND AUTOGLASS Automotive/Small Equipment \$229.97, DAKOTALAND AUTOGLASS Truck Repairs & Maintenance \$299.98, DALSIN INC Jail Repairs & Maintenance \$562.5, DECASTRO LAW OFFICE Attorney Fees \$889, DOLAN CONSULTING GRO Education & Training \$995, DUST TEX SERVICE INC Janitorial Chemical Supplies \$42.9, ELLIOTT, CHAD Program Activities \$300, ESTATE OF DORIS RUBI Abatement Interest \$365.73, FIT MY FEET Uniform Allowance \$100, FOX, DANIEL Bd Exp Fees (Yankton) \$162.14, G & R CONTROLS INC Heat, Vent & AC Repairs \$671.67, G & R CONTROLS INC Outside Repair \$3301, GRAHAM TIRE CO NORTH Automotive/Small Equipment \$401.16, GRAINGER Heat, Vent & AC Repairs \$240.48, GRAVETT, JAMIE Business Travel \$34, GRAYBAR ELECTRIC COM Jail Repairs & Maintenance \$270.4, GRIESE LAW FIRM Attorney Fees \$207, GUARDIAN Maintenance Contracts \$18000, GUZMAN, SANDRA V Interpreters \$168, HANNA MUTSCHELKNAUS Abatement Interest \$5.61, HAYDEN POINTE ASSOCI Welfare Rent \$698, HEATHER ADAMSON Misc Revenue \$150, HELSETH, RAMONA G. Bd Exp Fees (Minnehaha) \$96, HEWLETT PACKARD Data Processing Equipment \$433.2, HOFER, JULIE MacArthur SJC Grant \$172.25, HORIZON APARTMENTS Welfare Rent \$675, HUMBOLDT FIRE & AMBU Transportation \$480, HURTGEN, PROPERTIES Welfare Rent \$900, HYVEE ACCOUNTS RECEI Pharmacies \$28.5, I STATE TRUCK CENTER Truck Repairs & Maintenance \$1200.84, INNOVATIVE OFFICE SO Jail Repairs & Maintenance \$401.82, INNOVATIVE OFFICE SO Office Supplies \$53.78, INTEK Contract Services \$240, INTERSTATE OFFICE PR Office Supplies \$228.29, IRVING CENTER APARTM Welfare Rent \$700, ISI LLC Interpreters \$200, JEFFERSON PARTNERS L Transportation \$1095.57, JEFFERSON VILLAGE AP Welfare Rent \$1909, JOHNSON, RICHARD L Attorney Fees \$334.58, JOHNSON, RICHARD L Child Defense Attorney \$1743.91, JONES, DAWN County Cemetery \$210, JULIE PRAIRIE Misc Revenue \$150, KATTERHAGEN, MARK Bd Exp Fees (Yankton) \$15, KNECHT, ANDREW J Attorney Fees \$1826.2, KNECHT, ANDREW J Child Defense Attorney \$883.7, KOCH HAZARD ARCHITEC Communication Equipment \$712.5, KOCH HAZARD ARCHITEC Courts Building \$981.02,

KOLETZKY LAW OFFICE Attorney Fees \$360.5, KRUSE LAW OFFICE Attorney Fees \$3118, LARSON, VALERIE Bd Exp Fees (Yankton) \$15, LAUGHLIN LAW LLC Attorney Fees \$77, LAUGHLIN LAW LLC Child Defense Attorney \$131.5, LOCKWOOD & ZAHRBOCK Attorney Fees \$1811.4, LOPEZ, REBECA Interpreters \$325, LOVING, PHILIP Bd Evaluations (Minnehaha) \$3529.22, LUTHER, JEFF Medical Director \$2750, LUTHERAN SOCIAL SVCS Education & Training \$1550, MAC'S HARDWARE Jail Repairs & Maintenance \$20.97, MARSH & MCLENNAN LLC Notary Exp \$200, Matthew Kirkwold Abatement Interest \$38.11, MCKINNEY, JAMES Program Activities \$300, MEDSTAR PARAMEDIC IN Transportation \$1440, MIDAMERICAN ENERGY C Natural Gas \$83.11, MIDCONTINENT COMMUNI Amounts Held For Others \$272.78, MIDLAND INC Heat, Vent & AC Repairs \$933.59, MIDLAND INC Jail Repairs & Maintenance \$1742.42, MIDLAND INC Small Tools & Shop Supplies \$37.79, MINNEHAHA COUNTY Other Supplies \$137, MINNEHAHA COUNTY Prisoner/Bond Accounts \$90, MOGEN, JOHN Program Activities \$300, MONUMENT HEALTH RAPI Contract Services \$78, NELSON, ADAM D. Program Activities \$83.64, NICHOLAS RATZLOFF Abatement Interest \$10.3, NYBERGS ACE HARDWARE HHS Maintenance \$51.28, NYBERGS ACE HARDWARE Program Activities \$33.22, OMAHA HARDWOOD LUMBE Program Activities \$2365.19, P & G TOWNHOMES LLC Welfare Rent \$908, PARK VIEW APTS Welfare Rent \$700, PHOENIX SUPPLY LLC Child Care Uniforms \$20.95, PICTOMETRY INTERNATI Professional Services \$60893.34, PIONEER ENTERPRISES Burials \$5500, QE LLC Welfare Rent \$875, QUALIFIED PRESORT SE Postage \$325.86, QUALSETH, RYAN Investigators Expenses \$82.11, R&L SUPPLY LTD Building Repairs & Maintenance \$45, R&L SUPPLY LTD Heat, Vent & AC Repairs \$48.22, R&L SUPPLY LTD Jail Repairs & Maintenance \$583.99, R&L SUPPLY LTD Plumbing & Welding \$426.82, RADCO TRUCK ACCESSOR Automotive/Small Equipment \$375, RENTOKIL NORTH AMERI Contract Services \$589.84, RESOLUTE LAW FIRM IN Child Defense Attorney \$566.45, REYNOLDS LAW LLC Child Defense Attorney \$7233.3, RICHARD & LINDA ENGE Abatement Interest \$7.73, RICK REICHOW Sign Deposits \$50, RINGING SHIELD, NICHOLAS Bd Evaluations (Minnehaha) \$385, ROTOROOTER JDC Maintenance \$385, SAFARI LTD Store Inventory \$395.02, SALEM, KARLA R Bd Evaluations (Minnehaha) \$2667.5, SANFORD CLINIC Contract Services \$29367.28, SD HUMAN SERVICES CE Psych Evals \$600, SHERWIN WILLIAMS Building Repairs & Maintenance \$62.74, SIGNATURE COMPANIES Abatement Interest \$79.92, SIOUX EMPIRE FAIR AS Miscellaneous Expense \$12500, SIOUX FALLS CITY Electricity \$10011.99, SIOUX FALLS CITY Miscellaneous Expense \$209719.38, SIOUX FALLS CITY Water - Sewer \$14084.61, SKADSEN, NATHAN Business Travel \$202.47, STATE OF SOUTH DAKOT Amts Held-Daily Scram \$3459, STATE OF SOUTH DAKOT Amts Held-Remote Breath \$853, STATE OF SOUTH DAKOT Notary Exp \$60, STATE OF SOUTH DAKOT Professional Services \$26500, STONEYCREEKPEN Welfare Rent \$963.55, STREICHERS INC Uniform Allowance \$403.98, SUMMIT FOOD SERVICE Child Care Food \$686.66, SUMMIT FOOD SERVICE School Lunch Program \$1601.16, THURMAN, CREIGHTON Attorney Fees \$247.8, TIRES TIRES TIRES IN Truck Repairs & Maintenance \$129.84, TRI-STATE NURSING Professional Services \$5965.75, TWO WAY SOLUTIONS IN Communication Equipment Repair \$108, TZADIK SIOUX FALLS P Welfare Rent \$993.38, US FOODS INC Other Supplies \$26.07, US FOODS INC Professional Services \$680.15, WILLOWS EDGE Welfare Rent \$700, XCEL ENERGY Electricity \$65715.91, XCEL ENERGY INC Welfare Utilities \$500, YANKTON COUNTY Return Of Service \$100.

The following report was received and placed on file in the Auditor's Office:
Auditors Office Accounting Month End Reports for April 2024

Routine Personnel Actions

New Hires

1. Gabriel Norton, seasonal Laborer for the Highway Department, at \$18.50/hour effective 6/3/2024.

Step Increases

1. Avery Fenne, Correctional Officer for the Jail, at \$28.68/hour (14/4) effective 4/2/2024.
2. Juan Guerrero, Correctional Officer for the Jail, at \$27.98/hour (14/3) effective 4/2/2024.
3. Sidney Dunn, Correctional Officer for the Jail, at \$36.70/hour (14/14) effective 4/2/2024.
4. Doreen Janssen, Correctional Officer for the Jail, at \$36.70/hour (14/14) effective 4/2/2024.

5. Alissa Zigan, Human Resource Generalist for Human Resources, at \$32.45/hour (17/3) effective 5/23/2024.
6. Susan Beaman, Finance & Budget Officer for the Auditor's Office, at \$4,694.40/biweekly (23/9) effective 6/7/2024.
7. Lisa Capellupo, Senior Deputy Public Defender for the Public Defender's Office, at \$4,048.80/biweekly (22/7) effective 6/3/2024.

Other Salary Changes

1. To end Crisis Negotiator specialty pay for Neville Smith, Deputy Sheriff for the Sheriff's Office, at resulting in a rate of \$39.54/hour (17/11) effective 5/20/2024.
2. To rescind the action to hire Ronnelle Hill, variable hour Juvenile Correctional Worker for the Juvenile Detention Center, at \$22.00/hour effective 5/20/2024.
3. To change the hire dates of Rylie Wurtz, seasonal Laborer for the Highway Department, from 5/28/2024 to 6/3/2024.

Special Personnel Actions

1. To convert the Medical Coordinator position in Human Services to a new classification title of Emergency Relief and Veterans' Services Program Manager (pay grade 17).

Abatement Applications Recommended for Approval by the Director of Equalization

Parcel-37381, Marty & Jaime Franken, 2021 Property Taxes, \$98.52
Parcel-37381, Marty & Jaime Franken, 2022 Property Taxes, \$782.57
Parcel-37381, Marty & Jaime Franken, 2023 Property Taxes, \$991.49
Parcel-40441, Iglesia Evangelica Nueva, 2021 Property Taxes, \$1,929.84
Parcel-40441, Iglesia Evangelica Nueva, 2022 Property Taxes, \$1,927.38
Parcel-40441, Iglesia Evangelica Nueva, 2023 Property Taxes, \$2,373.98
Parcel-37419, MG Oil Company, 2023 Property Taxes, \$126.36
Parcel-63874, Calvary Chapel Sioux Falls, 2023 Property Taxes, \$4,228.48
Parcel-38022, Veteran Exempt PT10-4-40, 2023 Property Taxes, \$341.20
Parcel-11202, Veteran Exempt PT10-4-40, 2023 Property Taxes, \$566.70

Notices and Requests

Approval to Display Fireworks at the Laurel Ridge Barn on June 7, 2024

JOINT POWERS AGREEMENTS

Steve Groen, Highway Superintendent, presented a request for authorization for the Chair to sign a Joint Powers Agreement with the City of Sioux Falls for 26th St (County Highway 146) Slurry Seal. In 2020, the City of Sioux Falls and Minnehaha County completed a mill and overlay project on 26th St (Co Hwy 146) from Veteran's Parkway to SD 42. The industry practice is to place surface treatment over a newly paved road within a few years after its completion to preserve the roadway. The City of Sioux Falls has agreed to add this section of road to the slurry seal project for 2024. The total estimated cost for the addition of 26th St is \$105,460.48 with Minnehaha County's portion is \$44,084.57, which is 41.8% of the total project. MOTION by Beninga, seconded by Bender, to Authorize the Chair to Sign a Joint Powers Agreement with the City of Sioux Falls for 26th St (Co Hwy 146) Slurry Seal. By roll call vote: 4 ayes

Steve Groen, Highway Superintendent, presented a request for authorization for the Chair to sign a joint powers agreement with the City of Hartford for the County Highway 151/Western Ave Traffic Study. The Sioux Falls MPO has budgeted funds for the 2024 Unified Planning Work Program for a corridor study to be completed on County Highway 151 and Hartford's Western Avenue. This roadway runs along the western edge of the growing city of Hartford. Minnehaha County and the City of Hartford solicited a Request for Proposals from various consultants to complete a traffic study on County Highway 151 from Mickelson Rd. north to County Highway 130 and JEO Consulting Group was selected to complete the study. Minnehaha County will administer the project and the total project cost is estimated to be \$125,000 and the Sioux Falls MPO has agreed to reimburse the County \$102,437.50, which is 81.95% of the project. The remaining \$22,562.50 will be split between Minnehaha County and the City of Hartford, making the County's share \$11,281.25. MOTION by Bender, seconded by Bleyenbergh, to Authorize the Chair to Sign a Joint Powers Agreement with the City of Hartford for the County Highway 151/Western Ave. Traffic Study. By roll call vote: 4 ayes.

PRESENTATION

Amanda Halsey, Register of Deeds, gave a briefing on the Register of Deeds Office. As the official records office of the county, the office records, and maintains, and archives many different land and personal property records along with the issuance of birth, death, and marriage records as well as the issuance of marriage licenses. The Register of Deeds office provides revenue for the county through the collection of transfer fees, recording fees, copy fees, and the issuance of marriage licenses. In 2023, the officer recorded over 23,000 documents effecting real estate, sold 1,624 marriage licenses, and issued over 22,000 copies of birth, marriage, and death certificates. Register of Deeds Halsey went on to highlight the fee structure that is used by the office along with how the fees are split. Some of the projects that were completed in the past year include the ending of in-hour microfilming, while upcoming projects include the digitization of recordings from old books, DocPro implementation, and the potential to acquire new plat cabinets. Finally, the projects also highlighted the 2024 Legislative Updates that effect the Register of Deeds including House Bill 1098 which provides free birth certificates to person experiencing homelessness as well as Senate Bill 211 which revises notarial acts (Remote Online Notorization).

BRIEFING

Carey Deaver, Human Resource Director, provided a briefing on the proposed retirement recognition updates to the policies and procedures manual. Updates are being recommended to the portion pertaining to retirement gifts. The proposal is to exclude gift cards or cash equivalents to avoid tax implications of giving gifts with cash value.

Monte Watembach, Director of Information Technology, presented a briefing on proposed updates to the E-Policies Section of the employee handbook. This section was recently reviewed due to emerging technology related to artificial intelligence (AI). The substantive change regards the use of AI including Generative AI. The section outlines requirements for ethical use, confidentiality, accuracy, and information verification, among other items. A new section is also being added outlining the importance of adhering to the County's E-policies when using or accessing information technology resources remotely.

PLANNING & ZONING NOTICE

Scott Anderson, Planning Director, gave the first reading and requested authorization for the Auditor to publish a Notice of Hearing to consider revision to the Revised Joint Zoning Ordinance for Minnehaha County and City of Sioux Falls to clarify that long-term leases and rentals are specifically allowed within the joint jurisdiction through zoning controls. MOTION by Bleyenbergh, seconded by Beninga, to Authorize the Auditor to Publish a Notice of Hearing for a Zoning Text Amendment for the Revised Joint Zoning Ordinance for Minnehaha County and the City of Sioux Falls to be held on June 25, 2024, at or after 5:00 p.m. at a Joint Meeting of the Minnehaha County Commission and the Sioux Falls City Council. 4 ayes.

PRESENTATION

Jamie Gravett, Juvenile Detention Center Director, gave the annual presentation on the Juvenile Detention Center. The presentations focused on the challenges, numbers, good things, and opportunities at the Juvenile Detention Center along with a notice of staffing requests in the 2025 budget. The challenges for 2023 include violent youth, special needs youth, medical costs, and staff turnover. In 2023, there were a total of 1487 intakes along with 542 admissions. In addition, the beds days used were 10577 and the average length of stay was 19.51. Director Gravett highlighted the following good things that have happened over the past year, including volunteers and the facility as a whole. The various opportunities for the Juvenile Detention Center include the transition to the new facility, youth classification, upgrading technology, and the juvenile justice collaborative. Finally, Director Gravett presented an update involving staffing which includes the proposed staffing requests for 2025.

CHAIR PRO TEM ELECTION

Upon the request of Meredith Jarchow, Assistant Commission Administrative Officer, MOTION by Bleyenbergh, seconded by Beninga, to Elect Commissioner Bender as the Chair Pro Tem for the Official Canvas of the Primary Election on June 10, 2024. 4 ayes.

COMMISSIONER LIAISON REPORTS

Commissioner Bleyenbergh reported on a recent meeting of the Abandoned Cemetery Board and the start of the summer reading program at the Siouxland Library.

Commissioner Karsky reported on a recent meeting of the Public Defender's Advisory Board and the Greater Sioux Falls Chamber of Commerce.

NON-ACTION COMMISSION DISCUSSION

Commissioner Beninga spoke about the Memorial Day program that was held at the South Dakota Military Heritage Alliance.

MOTION by Beninga, seconded by Bleyenbergh, to Enter into Executive Session pursuant to SDCL 1-25-2 (1), (3), (4), and (6) at 10:12 a.m. 4 ayes.

Chair Karsky declared the executive session concluded at 10:40 a.m.

MOTION by Bleyenbergh, seconded by Bender, to adjourn at 10:41 a.m. 4 ayes.

The Commission adjourned until 5:00 p.m. on Tuesday, May 28th, 2024.

APPROVED BY THE COMMISSION:

Dean Karsky
Chair

ATTEST:

Kym Christiansen
Commission Recorder