

THE MINNEHAHA COUNTY COMMISSION CONVENED AT 9:00 A.M., March 9, 2004, pursuant to adjournment on March 2, 2004. Commissioners present were: Zweep, Twedt, Hajek, Kolbe, and Pekas. Also present were Sandy Kinder, Deputy Auditor, and David Nelson, State's Attorney.

Chairman Zweep called the meeting to order.

## MINUTES

MOTION by Hajek, seconded by Pekas to approve the Minutes for March 2, 2004. 5 ayes.

## VOUCHERS TO BE PAID

MOTION by Hajek, seconded by Pekas to approve the following bills for payment. 5 ayes.

A & B Business Equip	Var. Depts	1,630.90	Accurint	Sheriff	25.40
Advertising Arts, In	Museum Mtc	120.00	American Red Cross	Var. Depts	30.00
Anacon Leasing, Inc.	Pub. D.	262.00	AramSCO	Emer Mgmt	8,600.00
Architecture, Inc.	Build Fund	377.92	Arena Motel	Human Svcs	281.35
Argus Leader	Var. Depts	1,741.04	ASAP Software Expres	Metro-911	8,864.10
AT & T	Correction	61.95	Avera McKennan Hospi	Var. Depts	16,726.95
Avera McKennan Hospi	St Atty	49.60	Axtell Apartments, L	Human Svcs	100.00
B & E Apts / Holland	Human Svcs	350.00	Batteries Plus #75	Correction	119.00
Beck, Pat	Human Svcs	81.00	Best Business Produc	Var. Depts	498.87
Billion Olds Toyota	Sheriff	3,900.00	Brevik & Thurman, LL	Mental Ill	777.25
Brown & Saenger	Var. Depts	292.45	Builders Supply Comp	Facilities	104.82
Burns, Dan	Sheriff	60.03	Cabela's, Inc.	Sheriff	319.79
Carlson, Dennis A.	Hiway Cons	89.50	Carlson, Don C	Mental Ill	90.00
Carper, Nichole A	Court Sys.	259.00	CBM Food Service	Correction	15,419.25
Cellular One Store	Metro-911	22.49	Center for Resource	Cnty Exten	195.00
Centerpoint Energy M	Hiway Admi	3,929.13	Century Business Lea	Var. Depts	182.93
Chemco, Inc.	Facilities	2,558.01	Cheney Lake, LLC DBA	Human Svcs	350.00
City Centre Hotel Co	Court Sys.	151.80	Concrete Materials	Hiway Cons	15,355.23
Connecting Point	Info Svcs	315.00	Connor, Mike	Museum Ent	500.00
Costello Apartments	Human Svcs	450.00	Country View Mobile	Human Svcs	255.00
Crescent Electric Su	Facilities	45.78	Dakota Security Syst	Juv Det Cn	63.72
Davis Typewriter Co.	Reg Deeds	11.00	Decisionone Corporat	Info Svcs	1,615.38
Dell Rapids Ambulanc	Comm.	5,000.00	Devaney, Tom	Hiway Cons	57.50
Dialnet / Ahrens Tel	Var. Depts	210.00	Dietrich, Donna K	Mental Ill	789.27
Dresbach, Steve	Mental Ill	4,866.90	Drexler, Russell	Hiway Cons	49.99
Ekeren, Marvin R	Mental Ill	60.00	Engbrecht, Roger	Human Svcs	350.00
Fastenal Company	Facilities	374.18	Federal Express Corp	Metro-911	47.13
Fluth, Rodney P	Human Svcs	265.00	Framers Supply Co.	Museum	312.50
Fred Pryor Seminars	Var. Depts	197.00	Fred the Fixer, Inc	Facilities	6.00
Fremont Industries,	Facilities	362.52	Galls, Inc.	Sheriff	121.26
Genzlinger, Janeen	Court Sys.	34.20	Glazier, David Alan	Human Svcs	300.00
Goetz & Klimisch	Mental Ill	621.60	Graham, Robert C.	Human Svcs	725.00
Graybar Electric Com	Facilities	373.43	Gustave A. Larson Co	Facilities	978.10
Hall, Claude	Human Svcs	350.00	Hander, Inc	Human Svcs	371.75
Handy Man, Inc.	Facilities	11.31	Harold's Photo Cente	Var. Depts	177.06
Harris, Michael J.	Correction	11.00	Haugaard, Steven G.	Mental Ill	140.00
Heartland Paper Comp	Correction	328.90	Hewlett-Packard Comp	Metro-911	49.00
Hosmer, David M.	Mental Ill	133.02	Hy-Vee Food Store #1	Museum	10.15
Hy-Vee Pharmacy #163	Human Svcs	104.97	Interstate Office Pr	Var. Depts	669.69
J.C. Penney Company,	Var. Depts	82.99	J.D.'s House of Trop	Metro-911	5.00
Janitor's Closet, Lt	Correction	1,443.84	Jastram, Mark W	Correction	14.00
Jefferson Partners,	Human Svcs	1,225.59	Jerzak, Bob	Hiway Cons	85.90
JFK Investments / Ja	Human Svcs	350.00	Johnson Feed, Inc.	Hiway Cons	2,566.08
Kabeiseman & Pollard	Mental Ill	292.80	Kettering Law Office	Mental Ill	222.40
Kmart #7306	Human Svcs	27.46	Kohl's Department St	Juv Det Cn	1,041.84
Kone, Inc.	Var. Depts	1,447.74	Law, Mark	Mus Grant	150.00
Lewis & Clark BHS	Mental Ill	1,625.00	Lewis Drugs	Cnty Exten	51.59
Lincoln County Sheri	St Atty	58.80	Lindquist & Vennum P	Build Fund	290.00
M&T Fire and Safety,	Emer Mgmt	1,575.00	Mailway Printers	Museum	2,010.00
Malloy Electric Bear	Facilities	66.08	Marion Manor / Pine	Human Svcs	205.00

McLaughlin & Schulz,	Hiway Cons	245,275.78	Medical X-Ray Center	Human Svcs	9.76
Mengfteab Weldetenst	Human Svcs	350.00	Metropolitan Informa	Info Svcs	500.00
Michael's Purple Pet	Facilities	105.00	Midamerican Energy C	Var. Depts	4,963.64
Midcontinent Communi	Info Svcs	95.00	Midwest Copier Solut	Info Svcs	845.70
Minnehaha Cnty Jail	Correction	20.00	Minnehaha Cnty Metro	Var. Depts	140.95
Minnehaha Cnty Priso	Correction	131.00	Moore, Rasmussen, Ka	Court Sys.	2,208.60
Museum Petty Cash	Museum Ent	600.00	Nagorniuk, Elana	Human Svcs	350.00
Nebraska Dept. of Mo	St Atty	8.00	New World Systems	Metro-911	32,077.00
Newman, Scott	Human Svcs	700.00	NLADA	Pub. D.	25.00
Norberg Paints, Inc.	Var. Depts	46.20	Novak Sanitary Servi	Var. Depts	572.58
Office Depot, Inc.	Info Svcs	1,933.07	Otter Tail Energy Se	Facilities	27,231.43
Pennington County 91	Metro-911	190.00	Pheasantland Industr	Sheriff	144.62
Pontiac Cadillac of	Var. Depts	166.16	Portable Computer Sy	Sheriff	6,624.00
Prairie Publications	Comm.	407.72	Qualified Presort Se	Var. Depts	5,985.89
Queen City Wholesale	Museum Ent	32.92	Qwest Interprise	Info Svcs	659.50
Record Keepers, Inc.	Var. Depts	247.62	Rehfuss, Cathryn A	Mental Ill	30.00
Richard-Ewing Equipm	Correction	100.05	River Tower Apartmen	Human Svcs	220.00
Rohn Airport Adverti	Museum	222.00	RSM McGladrey, Inc.	Treasurer	1,930.00
Safelite Glass Corp.	Sheriff	194.14	Schoeneman Bros. Co.	Facilities	28.97
SD Dept of Human Ser	Pub. D.	35.60	SD State Treasurer	Sales Tax	11.26
SD Unified Judicial	Pub. Adv.	35.00	SDAFCS	Cnty Exten	54.25
Security Labs, Ltd	Info Svcs	190.00	Servall Towel & Line	Museum Mtc	6.25
SF Area Humane Socie	Animal Con	1,689.00	SF Detoxification Ce	Sheriff	12,516.66
SF Rubber Stamp Work	Treasurer	26.00	Shopko Store #076	Juv Det Cn	389.10
Silver Glen MHC, LLC	Human Svcs	450.00	Sioux Empire Fair As	Recreation	10,417.50
Sioux FallsFord, In	Sheriff	2,400.00	Sioux Falls Tower Sp	Metro-911	1,585.10
Sioux Falls Utilitie	Var. Depts	1,310.32	Sioux Valley Energy	Hiway Admi	277.71
Sioux Valley Health	Human Svcs	340.10	Sioux Valley Hospita	St Atty	40.00
Sioux Valley Hospita	St Atty	80.00	Sioux Valley Telepho	Var. Depts	596.71
Sioux Valley Wireles	Hiway Admi	69.90	Sioux Vocational Ser	Juv Det Cn	3,296.69
Sister Cities Assn O	Museum Ent	100.00	Slowey, Yavonne C	Mental Ill	545.00
Smith Publishing Co.	Elec Audit	2,213.00	Stainbrock, Jan	Human Svcs	350.00
State Steel of SD	Facilities	119.36	Streicher's	Sheriff	12.00
Sungard HTE Inc.	Info Svcs	210.00	Sunshine Foods	Human Svcs	108.77
SV Physician Partner	Mental Ill	630.00	Tammen Oil	Sheriff	44.80
The Empire-Empire Ea	Mus Grant	40.00	Thorin, Deyanira T	Var. Depts	874.96
Titze's Auto Repair	Correction	278.88	Tschetter, Kenneth M	Court Sys.	5,179.86
U.S. Bank-Corporate	Build Fund	4,756.00	Union Telephone Comp	Sheriff	34.02
US Postal Service	Var. Depts	1,537.00	Velvet Uniforms, Inc	Var. Depts	1,124.11
Verizon Wireless, Be	Emer Mgmt	23.19	Voigt, Debra	Court Sys.	1,726.92
Volk Investigations,	Pub. D.	1,119.13	W Chicago Lakeshore	Pub. D.	444.66
Wal-Mart Pharmacy #3	Human Svcs	15.72	Walden Carpets, Inc	Build Fund	10,342.81
Wall Lake Sanitary D	Hiway Admi	35.00	Watkins, Jeff	Correction	11.00
Wells Fargo	Human Svcs	392.05	Workplace Technology	Law Enf Gr	14,673.00
Xcel Energy, Inc.	Var. Depts	2,131.14	Yankton County Sheri	Mental Ill	198.00
Yankton County Treas	Mental Ill	1,240.50	Yellow Medicine Coun	St Atty	32.25
YWCA of Sioux Falls	Comm.	75.00			.00

## REPORTS

The following report was received and placed on file in the County Auditor's office: Regional Juvenile Detention Center Monthly Report for February, 2004.

## PERSONNEL

MOTION by Hajek, seconded by Kolbe to approve the following personnel changes. 5 ayes.

1. To accept the resignation of Coleen Bernards as Legal Office Assistant I for the Public Defender's Office effective 2-25-04.
2. To reassign Norma Erickson as Assistant Treasurer (11/12) for the Treasurer's Office at \$19.805 per hour effective 3-2-04.

3. To promote Kevin DeNeui to Tax & License Supervisor (10/1) for the Treasurer's Office at \$14.499 per hour effective 3-2-04.
4. To promote Michelle Hulme to Accountant (9/1) for the Treasurer's Office at \$13.678 per hour effective 3-2-04.
5. To hire Anny Burkett as Caseworker I (11/1) for Human Services at \$15.321 per hour effective 3-15-04.
6. To hire Joshua Phillips as Deputy Sheriff (12/1) for the Sheriff's Office at \$16.143 per hour effective 3-22-04.
7. To promote Charlene Blazek to Office Assistant III (7/1) for the Sheriff's Office at \$12.036 per hour effective 12-22-03.
8. To promote Sidney Dunn and Cynthia Nogelmeier to Correctional Officer II (10/2) for the Sheriff's Office at \$15.079 per hour effective 3-20-04.
9. To accept the resignation of Scott Pulse as Correctional Officer II for the Sheriff's Office effective 3-5-04.

Step increases due:

1. James Hoekman—Deputy Sheriff Lieutenant—Sheriff—20/2 to 20/3, 3-15-04—\$24.569 per hour
2. Peter Jaros—Deputy Sheriff Sergeant—Sheriff—16/7 to 16/8, 3-18-04—\$23.202 per hour
3. Cynthia Nogelmeier, Marci Gebers, Sidney Dunn, Gary Nickerson, Sean Guffey, and Cory Holmberg-- Correctional Officer I—Sheriff—9/1 to 9/2, 2-24-04—\$14.225 per hour
4. John Homan—Correctional Officer I—Sheriff—9/3 to 9/4, 3-3-04—\$15.091 per hour
5. Kristoffer Thoreson—Corrections Systems Operator—Sheriff—7/2 to 7/3, 3-31-04—\$13.017 per hour
6. Bennett Lathrop—Correctional Officer I—Sheriff—9/2 to 9/3, 3-3-04—\$14.794 per hour
7. Janet Buckley—Correctional Systems Operator—Sheriff—7/1 to 7/2, 3-31-04—\$12.517 per hour
8. Wendy Rothenberger—Communications Operator—Metro—9/1 to 9/2, 3-3-04—\$14.225 per hour
9. Constance Malone—Senior Property Specialist—Equalization—7/5 to 7/6, 3-21-04—\$13.813 per hour
10. Theresa Dunn—Appraiser II—Equalization—9/2 to 9/3, 3-4-04—\$14.794 per hour

RECORDS COORDINATOR

Nora Buckman, Human Resources Director, asked the Commission to consider a resolution to appoint the Register of Deeds as the Minnehaha County Records Coordinator. Julie Risty, Register of Deeds, answered questions on this designation and noted that the Central Archives Storage Committee would be meeting this week. Commissioners asked Ms. Risty to report back to them at the Joint County, City of

Sioux Falls, School District meeting on March 17<sup>th</sup>. MOTION by Twedt, seconded by Kolbe to approve Resolution MC04-12. 5 ayes.

RESOLUTION MC04-12  
APPOINTMENT OF RECORDS COORDINATOR

WHEREAS; Minnehaha County, the City of Sioux Falls, and the Sioux Falls School District have formed a Centralized Archives Storage Committee to complete a comprehensive inventory of records held by each entity; to determine which of those records could be stored more efficiently in a temporary storage facility; and to determine which records should be preserved permanently in an archival facility; and

WHEREAS; the Central Archives Storage Committee has completed such survey and is recommending that a joint powers agreement between the governing boards be prepared regarding permanent status for the Central Archives Storage Committee said agreement to include defining the scope and authority of the permanent Committee; and

WHEREAS; Minnehaha County is desirous of continuing the planning and discussions to preserve and protect historical records of Sioux Falls and Minnehaha County; now

THEREFORE BE IT RESOLVED, by the Minnehaha County Board of Commissioners that the position of Register of Deeds is hereby designated as Records Coordinator to act as the Minnehaha County representative on the Central Archives Storage Committee; and

BE IT FURTHER RESOLVED, the Records Coordinator shall be empowered to make recommendations to the governing board concerning proper record retention; designating records as historical; coordination of the systematic and legal destruction of unnecessary records; and providing requirements for maintaining and providing access to public records.

Dated this 9<sup>th</sup> day of March, 2004.

APPROVED BY THE COMMISSION:  
James Zweep, Chairman, County Commission

ATTEST:  
Sandy Kinder, Deputy Auditor

AGREEMENT

Bob Meister, Highway Superintendent, requested that the Commission authorize the Chairman to sign an agreement with the South Dakota Department of Transportation (DOT) to provide pavement marking on various Minnehaha County Highways. The estimated cost to the county is \$62,673.36. MOTION by Twedt, seconded by Kolbe to authorize the Chairman to sign the Agreement to Provide for the Striping of County Roads Within Minnehaha County and Provide for Their Continuing Maintenance between Minnehaha County and the SD DOT. 5 ayes.

SUPPLEMENT

The scheduled hearing for supplements to various County budgets was held. County Auditor Sue Roust noted that these supplements are for items or services which were ordered in 2003, but were not billed

until 2004. The establishment of the Pass Through Grants budget is for the transfer of funds in which the county is utilized as a fiscal agent. No one spoke in opposition to this request. MOTION by Kolbe, seconded by Hajek to approve Resolution MC04-13. 5 ayes.

RESOLUTION MC04-13  
FOR SUPPLEMENTAL BUDGET

WHEREAS, it is necessary to supplement the 2004 Annual Budget in order to carry on the indispensable functions of Minnehaha County; and

WHEREAS, the adoption of a proposed Supplemental Budget was duly considered by the Minnehaha County Commission on March 9, 2004 at 9:15 a.m., in the Commission Meeting Room, pursuant to due notice; now, therefore, be it

RESOLVED by the Minnehaha County Commission that the following Supplemental Budget is hereby approved:

From fund:	To budget:	Amount
2003 carryovers		
General	Commission	\$ 1,079.58
	Auditor/Elections	125.00
	Auditor	1,947.66
	Treasurer	13,813.00
	Public Advocate	1,366.25
	Facilities	13,100.00
	Human Resources	6,500.00
	Sheriff	57,835.35
	JDC	2,345.44
	Human Services	51,700.00
	Extension	1,953.82
	Planning	1,000.00
	Coronor	4,772.64
	Museum	343.69
Emergency Mgmt	Emergency Management	25,766.68
Highway	Highway Administration	2,379.11
Highway	Highway Construction	1,150,706.21
E911	Communications (E911)	273,261.25
Museum Grants	Museum Grants	23,878.18
Building	Building Fund	65,391.00
Coliseum	Coliseum	78,259.16
Law Enf Equip Grant	Law Enforcement Equip Grant	53,352.69

Further action:

Establish the Pass Through Grants budget in the amount of:	300,000.00
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APPROVED BY THE COUNTY COMMISSION:

James Zweep, Chairman

ATTEST:

Sandy Kinder, Deputy Auditor

## PRESENTATION

Dan Wall, Manager of Transmission and Engineering Services for East River Electric Power Cooperative, gave a brief presentation on a proposed project to upgrade a portion of its electric facilities in Minnehaha and Lincoln Counties. The upgrade will include approximately 18 miles of overhead electric transmission line and five electrical substations. The upgrade is needed to support continuing growth in the area and should be completed in 4 to 5 years. Mr. Wall stated that East River Electric Power Cooperative is making application to the South Dakota Public Utilities Commission for this permit and will be holding several public meetings to discuss the proposed upgrade. John Miller, of Sioux Valley Energy, answered questions on the distribution of the electric load to the areas around Sioux Falls.

## AGREEMENTS

Nora Buckman, Human Resources Director, asked the Commission to consider extending an agreement with Dr. John Wightman to display his artwork in the Sioux Falls Multi-Cultural Center. Under the terms of the proposed agreement the county will continue to display his Ethnic Liberty statue for at least 6 months, but no longer than 1 year, to allow the owner to find a permanent display location. MOTION by Hajek, seconded by Pekas to approve the Agreement for the Exhibit and Display of Original Artwork Between John R. Wightman and Minnehaha County. 5 ayes.

Sheriff Lieutenant Kaci Zwak requested that the Commission authorize the Chairman to renew an independent contractor agreement with Mark Thorstenson to update the Policy and Procedure Manuals for the Sheriff's Office, excluding the County Jail and Metro Communications. The proposed contract rate will increase from \$12 per hour to \$15 per hour. Commissioners questioned the 25% increase in the hourly rate, noting that the CIP was 1.6%. MOTION by Pekas, seconded by Twedt to approve the agreement for services at an hourly rate of \$12.75. Twedt and Pekas, aye; Hajek, Kolbe, and Zweep, nay. MOTION by Twedt, seconded by Hajek to defer this item for 1 week. 5 ayes.

MOTION by Hajek, seconded by Pekas to authorize the Chairman to sign the 2004 Agreement Between Minnehaha County and the Minnehaha County Deputies Association. 5 ayes.

## SUPPLEMENTS

MOTION by Twedt, seconded by Kolbe to supplement \$1,100 from the General Fund to the Jail budget (ASN 16679) representing donations for the purchase of exercise equipment from staff members of the State's Attorney's Office. 5 ayes. Chairman Zweep thanked the members of the State's Attorney's Office for their contribution.

Commissioner Pekas left the meeting.

Sue Roust, County Auditor, asked the Commission to approve various budget supplements representing reimbursements of unanticipated expenses and grant revenues for the Jail and Emergency Management. Commissioner Twedt noted that it is unfortunate that these grant revenues are for equipment purchases only, and that in order to utilize the new equipment more personnel hours are required. MOTION by Hajek, seconded by Twedt to approve the following supplements. 4 ayes.

Dept	ASN	Amount	Source
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Law Enf Equip Grant	20450	51,063.92	2003 Local Law Enforcement Block Grant
Jail	16678	89,000.00	COPS Technology Grant
Emergency Mgmt	16927	4,211.04	Citizen Corp Grant
	16928	16,563.64	Community Emergency Response Team Grant
	16989	521.99	Em Mgmt Prog Grant - Yr end '03
	16989	8,856.59	FY '03 Homeland Security Assessment Assistance Grant

Commissioner Pekas returned to the meeting.

#### PRESENTATION

Lynn DeYoung, Emergency Management Director, gave a brief presentation on the revised Local Emergency Operations Plan. The guide is used to assist emergency officials in times of natural or manmade emergency or disaster situations. Commissioners asked Mr. DeYoung to initiate the process of soliciting information from County and City department heads in order to develop a business continuation plan for the County Campus in the event of a disaster. MOTION by Pekas, seconded by Hajek to approve Resolution MC04-14. 5 ayes.

#### RESOLUTION MC04-14 MINNEHAHA COUNTY LOCAL EMERGENCY OPERATIONS PLAN RESOLUTION

WHEREAS, the County of Minnehaha has adopted the Minnehaha County Local Emergency Operations Plan that attempts to reduce natural, manmade or technological disasters that may occur; and,

WHEREAS, the purpose of the Minnehaha County Local Emergency Operations Plan is to provide a means to minimize the damages caused by hazards that affect the lives and property of county residents; and,

WHEREAS, each county department has been provided the opportunity to participate and contribute to the development and adoption of the Minnehaha County Local Emergency Operations Plan; and,

WHEREAS, the Minnehaha County Local Emergency Operations Plan was prepared and reviewed by all interested public and private entities of the County of Minnehaha; and,

NOW THEREFORE BE IT RESOLVED, that the County of Minnehaha has adopted the Minnehaha County Local Emergency Operations Plan to be evaluated and updated each year.

Dated this 9<sup>th</sup> day of March, 2004.

APPROVED BY THE COMMISSION:  
James Zweep, Chairman

ATTEST:  
Sandy Kinder, Deputy Auditor

#### PROCLAMATION

Human Services Director Hugh Grogan read the St. Patrick's Day Proclamation of O'Minnehaha County, written by Magistrate Judge Peter Gregory. MOTION by Pekas, seconded by Twedt to approve the St.

Patrick's Day Proclamation. 5 ayes.

#### REPORT

Dr. Jeff Luther, County Quality Assurance Medical Director, presented the 2003 Rural Ambulance Association Quality Assurance Annual Report. Dr. Luther noted that the report is derived from approximately 25% of the charts for the 1,023 calls for ambulance service in rural Minnehaha County. Charts were reviewed in 9 areas of basic life support. Dr. Luther noted that the four ambulance services serving this area (Dell Rapids, Garretson, Humboldt, and Jasper, MN) all exceeded expectations and were found to be almost 100% compliant in the delivery of BLS care. The 2004 goals include enhancements of first response through cross-training, integrating the CAD/EMS system, and systemwide standardization and training. Chairman Zweep thanked Dr. Luther for his report, and the volunteers for their dedicated service.

#### OLD BUSINESS

Chairman Zweep thanked IS Director Dennis Ellett and his staff for installing the new projector in the Commission Meeting Room for presentations.

Commissioner Kolbe noted that persons wishing to run for County Commission may still take out nominating petitions for the 2 positions up for election. The filing deadline is April 6, 2004 for the primary election, and June 1, 2004 for independent candidates in the general election.

#### NEW BUSINESS

County resident Barb Himmel-Roberts asked the Commission who is responsible for the removal of illegally dumped garbage from ditches in the county. Chairman Zweep noted that garbage left in ditches of gravel roads are the responsibility of the township. Dave Queal, Planner, stated that the County has a Nuisance Ordinance that deals with enforcement on private property. Bob Meister, Highway Superintendent, reported that his department routinely picks up debris left in ditches and that there are several volunteer groups that work in the area also. Mr. Meister has inquired about allowing work release inmates to clean ditches, however, at this time staffing would not be available to monitor this type of program. MOTION by Pekas, seconded by Twedt to send township officials a letter outlining their responsibility to clean up garbage and debris from their township ditches. 5 ayes.

MOTION by Pekas, seconded by Kolbe to adjourn into Executive Session. 5 ayes. Following Executive Session, the Commission adjourned until 9:00 a.m. on Tuesday, March 16, 2004.

APPROVED BY THE COMMISSION:

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Chairman

ATTEST:

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Deputy Auditor