

6/7/05

THE MINNEHAHA COUNTY COMMISSION CONVENEED AT 9:00 A.M., June 7, 2005, pursuant to adjournment on June 6, 2005. Commissioners present were: Twedt, Pekas, Hajek, Kolbe, and Zweep. Also present were Sandy Kinder, Deputy Auditor, and Gordy Swanson, Chief Civil Deputy State's Attorney.

Chairman Twedt called the meeting to order.

MINUTES

MOTION by Hajek, seconded by Zweep to approve the Minutes for May 31, 2005. 5 ayes.

VOUCHERS TO BE PAID

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

A & B Business Equip	Var. Depts	104.25	Accurint #1007791	Sheriff	36.40
American Indian Serv	Human Svcs	4,500.00	Anderson, Elwood	Human Svcs	350.00
Appeara / Dudley Lau	Hiway Cons	22.30	Architectural Roofin	Var. Depts	3,675.21
Argus Leader	Var. Depts	484.52	Atherton, David	Metro-911	87.68
Avera Home Medical E	Human Svcs	105.00	Avera McKennan Hospi	Var. Depts	96,879.21
Avera McKennan Hospi	Pub. D.	21.22	Batteries Plus #75	Facilities	8.99
Best Business Produc	Juv Det Cn	89.00	Bethesda Christian C	Court Sys.	18.28
Bob Barker Company,	Correction	4,761.01	Border States Electr	Facilities	185.39
Brevik Law Office, P	Mental Ill	406.84	Breyfogle, Molly	Correction	20.00
Brown & Saenger	Auditor	16.40	Builders Supply Comp	Facilities	112.42
Business Printing &	Cnty Exten	101.05	C & R Supply, Inc.	Hiway Cons	8.81
Campbell Supply Co.,	Hiway Cons	26.40	Carpenter, Donovan	Hiway Admi	34.60
CBM Food Service	Var. Depts	16,247.51	Cellular One-Store	Var. Depts	48.74
Century Business Lea	Var. Depts	182.93	Chemco, Inc.	Var. Depts	2,056.41
City Centre Hotel Co	Court Sys.	148.01	Cliff Avenue Auto Pa	Hiway Cons	29.89
Concrete Materials	Hiway Cons	115.02	Cooey, Carla F	Court Sys.	125.80
Country View Mobile	Human Svcs	265.00	Dacotah Bank	Pub. D.	262.00
Dakota Diesel Servic	Hiway Cons	60.00	Dakota Fluid Power,	Hiway Cons	106.91
Dancisin Properties,	Human Svcs	450.00	Davis Typewriter Co.	Reg Deeds	566.00
Dell Rapids Ford, In	Sheriff	21.04	Devlin, Tim	Correction	39.32
Dialnet/Ahrens Telec	Var. Depts	90.00	Diamond Mowers, Inc.	Hiway Cons	152.82
Dietrich, Donna K	Mental Ill	950.29	Dresbach, Steve	Mental Ill	6,750.00
Dust Tex Service, In	Museum Mtc	12.12	Eastern Farmers Coop	Hiway Admi	94.06
Ekeren, Marvin R	Mental Ill	111.00	Eugene Beckman & Son	Hiway Cons	47.75
Express Copy & Print	Cnty Exten	67.56	Federal Express Corp	Metro-911	13.92
Fonder Sewing Machin	Correction	199.00	Fox, Youngberg & Lew	Mental Ill	174.70
Fred the Fixer, Inc.	Var. Depts	683.00	Furniture Mission	Human Svcs	1,000.00
G & H Radiator	Hiway Cons	45.00	Garfield Apts Limite	Human Svcs	450.00
Goebel Printing, Inc	Var. Depts	377.07	Golden West	Sheriff	35.47
Graham Tire Co. - Do	Var. Depts	111.84	Gunner, Andrea	Court Sys.	1,402.20
Guzman, Sandra V.	Var. Depts	425.00	Harold's Photo Cente	Pub. D.	10.88
Haugaard, Steven G.	Mental Ill	712.50	Heggen, Leo	Hiway Admi	35.56
Hemmer, Charles	Hiway Admi	28.84	Hiebert Greenhouses,	Pettigrew	33.60
Hobby Lobby Stores,	Var. Depts	40.87	Hofer, Julie A.	Court Sys.	810.30
Hope Prison Ministry	Human Svcs	3,000.00	Hosmer, David M. Law	Mental Ill	81.40
Howard, Cynthia A	Pub. Adv.	249.78	Hurtgen, Timothy T.	Human Svcs	1,350.00
Hy-Vee Food Store	Juv Det Cn	50.00	Hy-Vee Pharmacy #163	Human Svcs	114.03
Interstate Office Pr	Var. Depts	1,993.40	J.D.'s House of Trop	Juv Det Cn	34.00
J.H. Larson Company	Juv Det Cn	20.97	Jefferson Partners,	Human Svcs	382.70
Johnson, Ronald L	Hiway Admi	38.44	Johnstone Supply	Var. Depts	432.53
Kar Products, LLC	Metro-911	50.02	Kellar Training	Metro-911	3,600.00
Kelly Inn - Pierre	Cnty Exten	100.00	Kennedy, Renee S.	Pub. Adv.	96.40
Kennedy, Rokahr, Pie	Mental Ill	253.80	Kettering Law Office	Mental Ill	132.70
Kipp Brothers, Inc.	Museum Sto	39.65	Kmart #4041	Var. Depts	107.67

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Kmart #7318	Facilities	399.98	Kone, Inc.	Museum Mtc	121.98
Kooistra, Nelva	Mental Ill	111.00	Kreitzer, Mark	Museum Ent	100.00
L G Everist, Inc.	Hiway Cons	1,061.58	Landscape Garden Cen	Facilities	368.98
LCM Pathologists, P.	Pub. D.	60.00	Lewis & Clark BHS	Mental Ill	2,080.00
Lewis Drug Stores	Var. Depts	120.71	Lickide-Split Car Cl	Sheriff	330.00
Lithia Automotive, I	Var. Depts	206.88	Lyle Signs, Inc.	Hiway Cons	430.00
Mac's, Inc.	Hiway Cons	52.84	Makoche Recording Co	Museum Sto	152.08
Malloy Electric Bear	Facilities	129.51	Marsh, David	Museum Ent	200.00
Master Blaster, Inc.	Hiway Cons	21.00	Mcdonald Supply Co.,	County Par	40.32
McFarland, Kenneth	Comm.	12.00	Medical X-Ray Center	Var. Depts	354.04
Menards - East	County Par	59.17	Menards - West	Facilities	31.93
Microfilm Imaging Sy	Reg Deeds	3,794.00	Midamerican Energy C	Var. Depts	3,094.53
Midwest Alarm Compan	Pettigrew	4,078.00	Midwest Boiler Repai	Juv Det Cn	6,650.00
Midwest Psychiatric	Mental Ill	86.30	Mobile Electronic Se	Sheriff	542.73
Mogen, John	Museum Ent	300.00	Naga Company	Museum	59.03
Nat'l Partnership/Ju	Juv Det Cn	29.00	National Medical Ser	Pub. D.	592.00
NEAFCS National Offi	Cnty Exten	295.00	New World Systems	Metro-911	11,942.47
Norm Feldman's Glass	Hiway Cons	205.40	Northern States Supp	Hiway Cons	126.91
Olson, Rhonda	Facilities	59.99	Osborn, Roxane R	Court Sys.	632.00
Palluck, Ethan	Correction	73.00	Palmer, Barbara	Mental Ill	585.00
Peters, Scott N, P.C	Mental Ill	3,727.50	Pheasantland Industr	Correction	1,134.60
Physicians Laborator	Human Svcs	52.08	Piorier Equipment Co	Hiway Cons	2,498.95
Pomp's Tire Service,	Hiway Cons	92.00	Pontiac Cadillac of	Sheriff	31.01
Prairie Publications	Comm.	376.00	Progressive Farmer	Cnty Exten	13.00
Rapid City Regional	Mental Ill	3,215.10	RDO Equipment Co	Hiway Cons	427.96
Rohn Airport Adverti	Museum	225.00	Rokusek, Jerad	Human Svcs	300.00
Salvation Army	Human Svcs	4,500.00	SD State Treasurer	Sales Tax	120.70
SF Rubber Stamp Work	Var. Depts	88.00	SF Two Way Radio Ser	Metro-911	160.00
Sheehan Mack Sales	Hiway Cons	1,474.85	Shepherd Reporting,	Mental Ill	50.00
Shopko Store #076	Juv Det Cn	235.10	Simtek Corporation	Pub. D.	86.79
Sioux Empire Fair As	Recreation	6,981.17	Sioux Falls Ford, In	Var. Depts	332.51
Sioux Falls School D	Auditor	52.32	Sioux Falls Surgical	Human Svcs	1,674.84
Sioux Falls Utilitie	Human Svcs	88.44	Sioux Valley Energy	Var. Depts	142.66
Sioux Valley Hospita	Var. Depts	9,315.49	Smith, M Bruce	Pub. D.	100.00
Soar Distribution, L	Museum Sto	250.00	Solomon, Ghirmay	Court Sys.	162.48
St. Francis House	Human Svcs	2,000.00	Stan's Northview Cam	Hiway Cons	300.00
State Steel of SD	Facilities	161.28	Stevenson, Art	Museum Ent	300.00
Streicher's	Law Enf Gr	89.95	Strunk, Lisa	Court Sys.	432.60
Sturdevant's Auto Pa	Hiway Cons	147.67	Sycamore Court Apts/	Human Svcs	745.00
T & G Rentals, LLC	Human Svcs	100.00	Taylor, Robert H	Human Svcs	575.00
Thomas, Bradley	Dir. Eq.	33.88	Thorin, Deyanira T.	Var. Depts	533.32
Timothy's House of H	Human Svcs	3,000.00	Tinklenberg, Douglas	Human Svcs	410.00
UAP Timberland, LLC	Hiway Cons	9,971.00	Union Gospel Mission	Human Svcs	2,000.00
Velgersdyk, Dr. Scot	Human Svcs	1,295.01	Velvet Uniforms, Inc	Var. Depts	793.37
Veripack.com	Museum Sto	122.84	Voice Print Internat	Metro-911	7,910.00
Voigt, Debra	Court Sys.	120.35	Volunteers of Americ	Juv Det Cn	225.00
Wagner Office Soluti	Juv Det Cn	154.00	Wal-Mart Pharmacy #1	Human Svcs	36.84
Wal-Mart Pharmacy #3	Human Svcs	348.68	Walgreen Co.	Human Svcs	475.30
Walgreens Pharmacy	Human Svcs	23.99	Whitney, Dennis	Dir. Eq.	248.96
Willard, James A.	Cnty Exten	26.00	Xcel Energy, Inc.	Var. Depts	1,101.55
Yankton County Sheri	Mental Ill	313.50	Yankton County Treas	Mental Ill	1,428.10
Yankton Medical Clin	Human Svcs	167.69	York International C	Facilities	111.73
Zabel Steel Co.	Hiway Cons	43.20	Zee Medical Service	Hiway Admi	38.85

REPORTS

The following reports were received and placed on file in the County Auditor's Office: Minnehaha County Human Services Report and Regional Juvenile Detention Center Monthly Statistical Report, both for May, 2005, and the Auditor's Account with the County Treasurer as of April 30, 2005.

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AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

On Deposit in Banks	
Interest-bearing open accounts	15,709,328.09
CD's and savings	14,000,000.00
Cash	20,989.38
Checks in Treasurer's possession for more than 3 days	3,340.62
Total	\$29,733,658.09

PERSONNEL

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

1. To place on Family and Medical Leave (FMLA) Michelle Mattern, Juvenile Correctional Officer I for the Juvenile Detention Center effective 5-12-05 to 8-1-05.
2. To accept the resignation of Sara Keyman as Juvenile Correctional Worker for the Juvenile Detention Center effective 6-7-05.
3. To hire Reece Deters as Juvenile Correctional Officer I (10/1) for the Juvenile Detention Center at \$14.934/hr effective 6-13-05.
4. To hire Nichole Kuemper as Juvenile Correctional Officer I (10/1) for the Juvenile Detention Center at \$14.934 per hour effective 6-11-05.
5. To hire Brent Fjeldheim and Joseph Wright as temporary Laborers for the Highway Department at \$9.50/hr effective 6-1-05.
6. To hire Sarah Nyhus-Wear as part-time Deputy State's Attorney I (17/1) for the State's Attorney's Office at \$20.859/hr effective 6-1-05.
7. To accept the retirement of Leamon Hendrix as Custodian II for Facilities effective 6-3-05.
8. To accept the resignation of Rosie Arnold as Custodian I for Facilities effective 6-2-05.
9. To hire Gerald Schwartz as Custodian I (3/2) for Facilities at \$9.372/hr effective 6-13-05.
10. To accept the resignation of Kimberly Sieve-Fischbach as Correctional Systems Operator for the Sheriff's Office effective 6-3-05.
11. To hire Rebecca Paulsen as part-time Museum Aide for the Museum at \$8.00/hr effective 6-9-05.
12. To reclassify Deborah Dose and Cheri Travis as Senior Accounting Specialist (7/6) for the Auditor's Office at \$14.227/hr effective 6/7/05.
13. To reclassify Sharon Bakker as Senior Accounting Specialist (7/3) for the Auditor's Office at \$13.408/hr effective 6/7/05.
14. To promote Rhonda Warren to Accountant (9/1) for the Auditor's Office at \$14.088/hr effective 6-7-05.

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15. To hire Patrick Philippi as Tax and License Specialist (4/2) for the Treasurer's Office at \$10.252/hr effective 6-8-05.
16. To place on Family and Medical Leave, Kelli Nyhof, Tax and License Specialist for the Treasurer's Office effective 5-23-05 to 8-16-05.
17. To promote Matthew Tooley to full-time CAD Manager (14/4) for Metro Communications at \$20.21/hr effective 5-7-05.

Step increases due:

1. Russell Drexler - Hwy Sr. Maintenance Worker - Highway - 9/9 to 9/10, 6-12-05, \$17.504/hr
2. Travis Boyer, Jessica Wieman, Robyn Saathoff, and Michelle VanWinkle - Communications Operator - Metro Communications - 9/1 to 9/2, 6-7-05, \$14.652/hr
3. Alyssa Mahaffay - Deputy Public Defender I - Public Defender's office - 17/1 to 17/2, 6-9-05, \$1735.36/biweekly
4. Staci Eggert - PT Deputy Sheriff - Sheriff - 12/12 to 12/13, 1-16-05, \$21.923/hr
5. Sandra Kinder - Sr. Office Assistant - Auditor - 7/3 to 7/4, 5-27-05, \$13.676/hr
6. Nathan Kroesche - Juvenile Correctional Officer II - JDC - 11/3 to 11/4, 5-24-05, \$17.410/hr

MOTION by Hajek, seconded by Pekas to approve the following additional action. 5 ayes.

To accept the Archer Company (MAXIMUS) job evaluation of GIS Technician (Planning) to Grade 11 and Senior Accounting Specialist to Grade 7 and to incorporate them into Minnehaha County's grade order list effective 6-7-05.

RECOMMENDATION

Ken McFarland, Administrative Assistant, reported that the current agreement for inmate food services will expire on June 30, 2005. The following bids for inmate food services were received on May 12, 2005: A'viands, LLC, \$.89 per meal after \$.10 commissary operation discount and CBM Food Service, \$.91 per meal after \$.05 commissary operation discount and CBM Food Service Alternate Bid, \$.94 per meal after \$.5 commissary operation discount. On May 25, 2005, a review committee met to evaluate both proposals. The proposals were evaluated in four main areas as per the specifications. Each firm was scored based on materials presented with their proposal. After a thorough review of the proposals, the committee recommended award to CBM Food Service as the proposal most closely meeting the bid requirements. Gordy Swanson, Chief Civil Deputy State's Attorney, noted that the specifications called for a menu that offered a variety in flavor and texture. A'viands' submitted menu proposed serving cold sandwiches for each evening meal. Sheriff Mike Milstead commented on CBM's experience with the facility. Perry Rynders, President of A'viands, LLC, addressed the area of prior experience in the institutional food service industry and stated that the menu provided was a sample menu which could be customized to meet the needs of the facility. Mr. Rynders acknowledged that this was not the best menu, but felt that undue emphasis has been placed on the issue of the menu. Marlin Sejnoha, CBM Food Service President, stated that his proposal was based on experience and thanked the committee for the

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recommendation. Dirk Peterson, CBM Corporate Chef, stated that he was pleased to hear that the menu was reviewed closely as it was recently redone based on client surveys. Commissioner Zweep noted that the price for food services has decreased from the last bid which is a savings to tax payers. MOTION by Kolbe, seconded by Hajek to accept the recommendation to award the bid for inmate food services to CBM Food Service in the amount of \$.91 per meal after discount. 5 ayes. Commissioner Twedt thanked Mr. McFarland for writing a fair and objective RFP.

BRIEFING

Jeff Schaefer, SD Department of Legislative Audit, presented the exit briefing on the Fiscal 2004 Audit. Mr. Schaefer reviewed the government auditing standards and discussed the findings and recommendations. Assistant Sheriff Michelle Boyd responded to comments in the briefing on internal controls and record keeping at the Jail. She noted that the majority of the items addressed were due to the new accounting program implemented as part of the CAD upgrade and stated that her department is working with the vendor on changes in the software to meet the needs of the county. Chairman Twedt requested a 3 to 6 month update. Commissioner Pekas commended Ms. Boyd on her efforts in retraining staff to better understand potential liability issues. Sue Roust, Auditor, reported that 18 to 20% of the audit time was spent verifying grants in which the County serves as the certifying officer, but often receives no administrative fees. She suggested charging back to the recipient the cost to the County for this time. MOTION by Pekas, seconded by Zweep to include Ms. Boyd's written comments in the final report. 5 ayes. Commissioners thanked Mr. Schaefer for his report.

SUPPLEMENT

At the request of Bill Hoskins, Museum Director, MOTION by Pekas, seconded by Zweep to supplement \$80 from the Museum Grants Fund to the Museum Grants Budget (ASN 18981) representing a private grant for Almost Forgotten Crafts programming from the State of South Dakota. 5 ayes.

REPORT

MOTION by Hajek, seconded by Pekas to defer presentation of the 2004 Homeless Grants Program indefinitely until Hugh Grogan, Human Services Director, can contact the agency providers to be present at the meeting. 5 ayes.

NEW BUSINESS

Commissioner Pekas discussed implementing an administrative fee for pass-through grants.

Commissioner Twedt commented on the death of Lauren Haacke, active county citizen.

MOTION by Zweep, seconded by Hajek to adjourn into Executive Session. Following Executive Session the Commission adjourned until 9:00 a.m. on Tuesday, June 14, 2005. 5 ayes.

APPROVED BY THE COMMISSION:

Carol Twedt, Chairman

ATTEST:

Sandy Kinder, Deputy Auditor