

AGENDA AND MEETING NOTICE  
JOINT POWERS BOARD  
CITY AND COUNTY OF BROOKINGS

SECOND QUARTER MEETING  
Thursday, April 20<sup>th</sup> at 8:30 A.M.  
Brookings City & County Government Center  
3<sup>rd</sup> Floor Executive Session Room 312

AGENDA

- 1) Call to order, determination of a quorum
- 2) Budget update
- 3) Building update
  - a. Radiant heat panels
  - b. Terrazzo Flooring
  - c. Carpet Cleaning
  - d. Fire Alarm Testing
- 4) Other business
  - a. Real estate

Next meeting date: August 17, 2017

# General Ledger

## Detailed Trial Balance

User: SCostello  
 Printed: 04/14/2017 - 10:58AM  
 Period: 01 to 04, 2017



BRING YOUR DREAMS

| Account Number    | Description                          | Budget     | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|-------------------|--------------------------------------|------------|-------------------|-------------------|--------------------|----------------|
| 101               | General Government                   |            |                   |                   |                    |                |
| EXPENSE           |                                      |            |                   |                   |                    |                |
| 101-420           | City/County Administrative Bld       |            |                   |                   |                    |                |
| 101-420-5-101-20  | Reimbursement for County Emp         | 8,000.00   |                   |                   |                    |                |
| 1/25/2017 AP 1 67 | BkCoTrea - Brookings County Finance  |            |                   | 125.94            | 0.00               |                |
| 1/25/2017 AP 1 67 | BkCoTrea - Brookings County Finance  |            |                   | 499.68            | 0.00               |                |
| 4/12/2017 AP 4 40 | BkCoTrea - Brookings County Finance  |            |                   | 3,732.01          | 0.00               |                |
|                   | 101-420-5-101-20 Totals:             |            | Var: 3,642.37     | 8,000.00          | 0.00               | 4,357.63       |
| 101-420-5-421-00  | Insurance                            | 4,800.00   |                   |                   |                    |                |
|                   | 101-420-5-421-00 Totals:             |            | Var: 4,800.00     | 4,800.00          | 0.00               | 0.00           |
| 101-420-5-422-07  | Contracted Services                  | 103,500.00 |                   |                   |                    |                |
| 1/25/2017 AP 1 67 | JohnCont - JOHNSON CONTROLS          |            |                   | 1,579.90          | 0.00               |                |
| 2/1/2017 AP 2 1   | Hillyard - Hillyard/Sioux Falls      |            |                   | 2,362.75          | 0.00               |                |
| 2/22/2017 AP 2 67 | NessRyan - Ryan Ness                 |            |                   | 2,050.00          | 0.00               |                |
| 3/8/2017 AP 3 23  | CentBusP - Century Business Products |            |                   | 300.00            | 0.00               |                |
| 3/8/2017 AP 3 23  | CourPlum - COURTESY PLUMBING         |            |                   | 284.22            | 0.00               |                |
| 3/8/2017 AP 3 23  | NessRyan - Ryan Ness                 |            |                   | 225.00            | 0.00               |                |
| 3/22/2017 AP 3 62 | SafeSecu - Safe-N-Secure             |            |                   | 359.40            | 0.00               |                |
| 4/5/2017 AP 4 13  | NessRyan - Ryan Ness                 |            |                   | 1,800.00          | 0.00               |                |
| 4/12/2017 AP 4 40 | MikeCarp - Michael Hornback          |            |                   | 2,950.00          | 0.00               |                |
|                   | 101-420-5-422-07 Totals:             |            | Var: 91,588.73    | 103,500.00        | 0.00               | 11,911.27      |
| 101-420-5-425-05  | Maintenance of Building              | 25,000.00  |                   |                   |                    |                |
| 2/8/2017 AP 2 25  | FastComp - Fastenal Company          |            |                   | 338.18            | 0.00               |                |
| 2/22/2017 AP 2 67 | FastComp - Fastenal Company          |            |                   | 919.95            | 0.00               |                |
| 3/1/2017 AP 3 1   | GrayEle2 - Graybar Electric Company  |            |                   | 205.68            | 0.00               |                |
|                   | 101-420-5-425-05 Totals:             |            | Var: 23,536.19    | 25,000.00         | 0.00               | 1,463.81       |
| 101-420-5-426-03  | Supplies                             | -3,000.00  |                   |                   |                    |                |
| 2/17/2017 AP 2 51 | Walmart1 - WM SUPERCENTER #1538      |            |                   | 9.96              | 0.00               |                |

| Account Number    | Description                              | Budget         | Beginning Balance | Debit This Period  | Credit This Period | Ending Balance |           |
|-------------------|--|----------------|-------------------|--------------------|--------------------|----------------|-----------|
| 4/12/2017 AP 4 40 | BkCoTrea - Brookings County Finance      |                |                   | Ck# 39558 37.29    | 0.00               |                |           |
|                   | 101-420-5-426-03 Totals:                 | Var: 2,952.75  | 3,000.00          | 0.00               | 47.25              | 0.00           | 47.25     |
| 101-420-5-426-04  | Cleaning Supplies                        |                | 5,500.00          |                    |                    |                |           |
| 1/25/2017 AP 1 67 | Hillyard - Hillyard/Sioux Falls          |                |                   | Ck# 39036 812.04   | 0.00               |                |           |
| 3/20/2017 AP 3 54 | DustServ - DUST-TEX SERVICE INC          |                |                   | Ck# 0 110.21       | 0.00               |                |           |
| 4/5/2017 AP 4 13  | Hillyard - Hillyard/Sioux Falls          |                |                   | Ck# 39513 937.42   | 0.00               |                |           |
|                   | 101-420-5-426-04 Totals:                 | Var: 3,640.33  | 5,500.00          | 0.00               | 1,859.67           | 0.00           | 1,859.67  |
| 101-420-5-428-01  | Telephone                                |                | 38,000.00         |                    |                    |                |           |
| 2/8/2017 AP 2 25  | SwifComm - Swiftel Communications        |                |                   | Ck# 39201 2,671.24 | 0.00               |                |           |
| 2/17/2017 AP 2 51 | CentLink - CENTURYLINK/SPEEDPAY          |                |                   | Ck# 0 97.48        | 0.00               |                |           |
| 2/17/2017 AP 2 51 | CentLink - CENTURYLINK/SPEEDPAY          |                |                   | Ck# 0 32.26        | 0.00               |                |           |
| 3/8/2017 AP 3 23  | SwifComm - Swiftel Communications        |                |                   | Ck# 39377 2,671.24 | 0.00               |                |           |
| 3/20/2017 AP 3 54 | CentLink - CENTURYLINK/SPEEDPAY          |                |                   | Ck# 0 25.10        | 0.00               |                |           |
| 3/20/2017 AP 3 54 | CentLink - CENTURYLINK/SPEEDPAY          |                |                   | Ck# 0 95.60        | 0.00               |                |           |
| 4/5/2017 AP 4 13  | SwifComm - Swiftel Communications        |                |                   | Ck# 39543 2,671.24 | 0.00               |                |           |
|                   | 101-420-5-428-01 Totals:                 | Var: 29,735.84 | 38,000.00         | 0.00               | 8,264.16           | 0.00           | 8,264.16  |
| 101-420-5-428-02  | Electric & Water                         |                | 65,000.00         |                    |                    |                |           |
| 2/8/2017 AP 2 25  | BkUtilit - Brookings Municipal Utilities |                |                   | Ck# 39151 5,046.40 | 0.00               |                |           |
| 2/8/2017 AP 2 25  | BkUtilit - Brookings Municipal Utilities |                |                   | Ck# 39151 7.00     | 0.00               |                |           |
| 3/8/2017 AP 3 23  | BkUtilit - Brookings Municipal Utilities |                |                   | Ck# 39327 4,545.77 | 0.00               |                |           |
| 3/8/2017 AP 3 23  | BkUtilit - Brookings Municipal Utilities |                |                   | Ck# 39327 7.00     | 0.00               |                |           |
| 4/5/2017 AP 4 13  | BkUtilit - Brookings Municipal Utilities |                |                   | Ck# 39488 4,887.35 | 0.00               |                |           |
| 4/5/2017 AP 4 13  | BkUtilit - Brookings Municipal Utilities |                |                   | Ck# 39488 7.00     | 0.00               |                |           |
|                   | 101-420-5-428-02 Totals:                 | Var: 50,499.48 | 65,000.00         | 0.00               | 14,500.52          | 0.00           | 14,500.52 |
| 101-420-5-428-03  | Heat                                     |                | 25,000.00         |                    |                    |                |           |
| 1/18/2017 AP 1 56 | NWPS - NW Public Service Co              |                |                   | Ck# 39010 2,341.38 | 0.00               |                |           |
| 2/15/2017 AP 2 44 | NWPS - NW Public Service Co              |                |                   | Ck# 39210 1,767.48 | 0.00               |                |           |
| 2/15/2017 AP 2 44 | NWPS - NW Public Service Co              |                |                   | Ck# 39210 1,310.48 | 0.00               |                |           |
| 3/15/2017 AP 3 43 | NWPS - NW Public Service Co              |                |                   | Ck# 39386 1,147.39 | 0.00               |                |           |
| 3/15/2017 AP 3 43 | NWPS - NW Public Service Co              |                |                   | Ck# 39386 1,575.44 | 0.00               |                |           |
| 3/15/2017 AP 3 43 | NWPS - NW Public Service Co              |                |                   | Ck# 39386 116.44   | 0.00               |                |           |
| 4/12/2017 AP 4 40 | NWPS - NW Public Service Co              |                |                   | Ck# 39584 923.84   | 0.00               |                |           |
|                   | 101-420-5-428-03 Totals:                 | Var: 15,817.55 | 25,000.00         | 0.00               | 9,182.45           | 0.00           | 9,182.45  |
| 101-420-5-428-05  | Hauling Services                         |                | 600.00            |                    |                    |                |           |
|                   | 101-420-5-428-05 Totals:                 | Var: 600.00    | 600.00            | 0.00               | 0.00               | 0.00           | 0.00      |

| Account Number           | Description                      | Budget      | Beginning Balance | Debit This Period | Credit This Period | Ending Balance |
|--------------------------|----------------------------------|-------------|-------------------|-------------------|--------------------|----------------|
| 101-420-5-429-03         | Cleaning Services                | 60,000.00   |                   |                   |                    |                |
| 2/1/2017 AP 2 1          | ISSFacil - ISS Facility Services |             |                   | 4,150.00          | 0.00               |                |
|                          | Ck# 39118                        |             |                   |                   |                    |                |
| 2/22/2017 AP 2 67        | ISSFacil - ISS Facility Services |             |                   | 4,150.00          | 0.00               |                |
|                          | Ck# 39234                        |             |                   |                   |                    |                |
| 3/29/2017 AP 3 92        | ISSFacil - ISS Facility Services |             |                   | 4,150.00          | 0.00               |                |
|                          | Ck# 39465                        |             |                   |                   |                    |                |
| 101-420-5-429-03 Totals: | Var: 47,550.00                   | 60,000.00   | 0.00              | 12,450.00         | 0.00               | 12,450.00      |
| 101-420-5-429-09         | Miscellaneous                    | 0.00        |                   |                   |                    |                |
| 101-420-5-429-09 Totals: |                                  | 0.00        | 0.00              | 0.00              | 0.00               | 0.00           |
| 101-420-5-911-00         | Building                         | 0.00        |                   |                   |                    |                |
| 101-420-5-911-00 Totals: |                                  | 0.00        | 0.00              | 0.00              | 0.00               | 0.00           |
| 101-420-5-920-00         | Furniture & Equipment            | 0.00        |                   |                   |                    |                |
| 101-420-5-920-00 Totals: |                                  | 0.00        | 0.00              | 0.00              | 0.00               | 0.00           |
| 101-420 EXPENSE Totals:  |                                  | 338,400.00  | 0.00              | 64,036.76         | 0.00               | 64,036.76      |
| EXPENSE Totals:          |                                  | 338,400.00  | 0.00              | 64,036.76         | 0.00               | 64,036.76      |
| 101 Totals:              |                                  | -338,400.00 | 0.00              | 64,036.76         | 0.00               | 64,036.76      |
| Report Totals:           |                                  | -338,400.00 | 0.00              | 64,036.76         | 0.00               | 64,036.76      |



# Proposal

Clites Electric Construction, Inc.  
400 32nd Ave. - PO Box 407 Brookings, South Dakota 57006  
605 697-6838 FAX 605 692-6439

|                           |                      |                      |                               |
|---------------------------|----------------------|----------------------|-------------------------------|
| <b>PROPOSAL SUBMITTED</b> | City County Building | <b>PHONE:</b>        | 605-692-6629                  |
| <b>STREET:</b>            | 520 3rd St           | <b>JOB NAME:</b>     | City County Building          |
| <b>CITY:</b>              | Brookings            | <b>JOB LOCATION:</b> | 520 3rd st Brookings SD 57006 |
| <b>ARCHITECT:</b>         |                      | <b>PLAN DATE:</b>    |                               |

We hereby submit specifications and estimates for:

### Includes:

**This proposal is to install 2x2 radiant heat panels in designated rooms. The amount of amount of heat is 5 +/- watts per square foot**

### Includes:

**30- line voltage thermostats (1 per room)**

**21- 2x2, 310 watt radiant heaters**

**63- 2x2, 375 watt radiant heaters**

**Also, all material, labor, applicable taxes and inspection fees.**

We purpose herby to furnish material and labor - complete in accordrance with above specifications in the sum of:

Thirty One Thousand and no/100 dollars (\$ 31,000 ).

**Payments to be made as follows: *Monthly estimate payments, net 30 days***

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature:

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_