

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

SECOND QUARTER MEETING  
Thursday, August 18, 2016 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) Approval of minutes from June 6, 2016
- 3) Budget update
- 4) Building update
- 5) Other business

Next meeting date: November 17, 2016.

# **BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING TUESDAY, JUNE 7, 2016**

The Joint Powers Board met on Tuesday, June 7, 2016 with the following members present: Keith Corbett, Stephne Miller, Patti Bacon, and Lee Ann Pierce.

## **REGULAR BUSINESS**

Keith Corbett called the meeting to order and a quorum was established.

Motion by Miller, seconded by Bacon to approve the minutes from the February 18, 2016 Brookings City/County Joint Powers Board Meeting. All members voted "aye." Motion carried.

The board reviewed the City & County Government Building budget.

Motion by Pierce, seconded by Bacon to approve the City & County Government Building budget. All members voted "aye," Motion carried.

Kevin Catlin, Assistant to the City Manager, discussed the maintenance agreement between the City & County and Johnson Controls. Catlin said they have been doing some work on the exhaust fans, and the price keeps increasing, so he suggested including it into the agreement.

Motion by Miller, seconded by Bacon to approve the maintenance agreement, including maintenance of the exhaust fans. All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen and Catlin discussed relocating the washing machine to the basement of the building. Currently, Steffensen said the washing machine and the Zamboni floor scrubber share a small utility closet. She said the maintenance workers have to physically move the washing machine every time they fill and empty the Zamboni. Steffensen said they are proposing to move the washing machine downstairs, which means they would need to relocate the plumbing at a cost of \$1,075.00.

Motion by Corbett, seconded by Miller to move forward with the relocation of the washing machine. All members voted "aye." Motion carried.

The board discussed cleaning services for the City/County building. Catlin said the current agreement ends July 1, 2016, so the board would need to approve a Request for Proposal.

Motion by Miller, seconded by Corbett to approve a Request for Proposal for cleaning services. Pierce asked what duties the cleaning service workers do that the County maintenance workers do not. Steffensen said the vacuuming, dusting, changing out garbages, and cleaning bathrooms are completed by the cleaning service crew. Cleaning the floor, sweeping the steps, and cleaning the States Attorney's Office is completed by the maintenance workers. Motion carried.

The board discussed fixing the veneer trim throughout the building. Catlin said it has been recommended that the humidity problem in the building be fixed first before replacing any veneer trim. Catlin suggested two options to fix the humidity problem. He said the board could purchase a

humidifier for the building or to reroute the piping, which could cost up to \$80,000. Catlin said he would research the options and see what they can do. Steffensen said the HVAC system is not the correct system for this particular building.

By consensus, the board agreed to allow Catlin to move forward with researching the different options to fix the humidity problem in the building.

Catlin discussed the security system throughout the City/County Building and the Courthouse.

The board discussed the Mother's room. Steffensen said the room now has a new chair and a secured cabinet for personal belongings. Deputy States Attorney Teree Nesvold said there has been a lot of complaints regarding the lack of amenities in the room, and that nothing is being done about it. Bacon said employees' rate higher than replacing veneer trim throughout the building, so they need to get something done. Bacon suggested expanding the room by taking out a couple of the walls.

Motion by Miller, seconded by Bacon to adjourn. All members voted "aye." Motion carried.

It is the policy of Brookings County, South Dakota not to discriminate against the Handicapped of Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

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Jenna Peterson  
Finance Assistant II  
Brookings County

Published once at the approximate cost of\_\_\_\_\_.

# BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING

Thursday, August 27, 2015

The Joint Powers Board met on Thursday, August 27, 2015 with the following members present: Ryan Krogman, Keith Corbett, Jeff Weldon, Stephe Miller, and Patty Bacon.

## REGULAR BUSINESS

Chairperson Krogman called the meeting to order.

Motion by Corbett, seconded by Miller to approve the minutes from the February 26, 2015 Joint Powers Board Meeting. All members voted "aye." Motion carried.

IT Specialist Shawn Plowman updated the board on the battery replacement system. Plowman said they are due for a replacement. He said the one-time replacement cost for all batteries would be \$10,783.00 and this would include purchasing, shipping, installing, and disposal of the old batteries. Plowman said if the board decides to get rid of the additional cabinet and only use the primary one it would cost \$6,353.00 to replace the batteries. He said this would need to be done before any type of service agreement was made. Plowman said the service agreement would be \$1,270.60 a year for a five year term. In addition to that, Plowman said they would have an annual maintenance agreement for \$1,985.00 a year.

The board further discussed the back-up emergency generator cable/wiring.

Motion by Miller, seconded by Corbett to move the back-up generator from the Highway Department to the City/County building. Krogman said he wants to get the generator here and get it up and running before they get rid of the second cabinet. Krogman also said the generator needs to be tested. All members voted "aye." Motion carried.

The board discussed the retrocommissioning process, as well as the wood trim/laminate/trim stain wearing conditions in the building. City Manager Jeff Weldon said the building has had some HVAC issues between the changing seasons, particularly with the humidity, but thinks everything is now balanced. Weldon said he has noticed the trim has been flaking. Weldon also said some of the narrow trim pieces above the elevators is cracking. Weldon said they will get some information on solutions regarding the trim and bring it to the next meeting.

The board discussed the protective bollards at the north entrance of the building. Commission Director Stacy Steffensen said the planters are not protecting anything and part of it was to block some of the traffic. Steffensen said if you move those it will be a snow removal nightmare. She said the west entrance doesn't have anything. Miller said if someone runs into the building, they would be in the hallway and not the offices. Miller said she is hesitant on the idea of putting anything in front of the doors. Weldon recommended not changing anything.

The board discussed the safety mitigation of the seating area under the main stairwell. Steffensen said this was brought up by the insurance company when they did their walk-thru. Steffensen said the City/County has met all of their recommendations except the seating

underneath the main stairwell. Steffensen said if a person were to sit there and then stand up, they would hit their head on the bottom of the stairwell. Steffensen said the insurance company recommended putting something there to eliminate people from sitting there. Bacon asked if the insurance company would be okay having a planter put in place. Weldon said the interior designer was going to figure out how to reuse that construction. Krogman said they will wait to hear from the interior designers before doing anything.

The board discussed the conference room scheduler software upgrade. Steffensen said they have been using a free software program, which allows everyone to share conference rooms. Steffensen said the free trial has now ended, so for \$10/month, the same company will set up a supportive program. Steffensen said all of the current information would transfer automatically.

Motion by Miller, seconded by Bacon to approve the purchase. All members voted "aye." Motion carried.

The board discussed the severe weather evacuation to the basement. Steffensen said in order to reach the basement, a personnel badge is required. In case of an emergency, Steffensen said it was brought up to see if when someone hits the alarm that it could unlock the basement door, but keep the offices locked. Steffensen said in doing that, someone from the general public or someone who forgot their badge would be able to get downstairs in case of an emergency. Miller asked what the cost would be. Steffensen said she does not believe there would be an additional cost, just a program change. Corbett said it sounds like a no brainer to make that change.

By consensus, the board agreed to allow the basement doors be unlocked in case of an emergency.

The board discussed flag replacement. Steffensen said she has heard comments that the flags are too small for the poles they are on. Steffensen said the company who makes the flags want \$500 per flag. Bacon asked how many flags would be needed. Steffensen said, right now, they go through 3-4 flags a year because the weather is so hard on them. Weldon said that is a lot of money to go through that many flags a year. Steffensen said she will look into it and come back with something at the next meeting.

Motion by Corbett, seconded by Miller to adjourn. All members voted "aye." Motion carried.

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Jenna Peterson  
Finance Assistant II  
Brookings County

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Eaton Corporation  
Represented by: Northern Power Technologies  
1508 Mt Rushmore Rd. – P.O. Box 2063  
Rapid City, SD 57709  
Phone: 605-484-7990 FAX: 605-343-9688  
[mikev@northernpowertech.com](mailto:mikev@northernpowertech.com)

Brookings County  
520 3<sup>rd</sup> Street  
Brookings, SD 57006

May 4, 2016

RE: Proposal for Full Battery Update  
UPS Model: Eaton 9355-30 s/n BE411KXX06

As you requested, the following is our proposal for a full battery replacement for your Eaton 9355 uninterruptible power supply described above.

**Eaton Battery Update:**

**\$6,353 Net**

- Includes:**
- Removal of spent batteries
  - Installation of (6) new P-103000933 Internal battery trays
  - Proper EPA disposal of spent batteries
  - Freight, labor and expenses included
  - Work performed during normal business hours M – F

To accept this agreement, simply fill in the requested information and sign below, or issue your purchase order to **Eaton Corporation c/o Northern Power Technologies**, referring to this proposal. Eaton Corporation terms and conditions govern this proposal, and any purchase order submitted to Eaton pursuant thereto. Additional or different terms proposed by Buyer, whether in its purchase order or otherwise, shall not be binding upon Eaton Corporation and are hereby rejected unless expressly agreed to in writing by Eaton Corporation.

Should you have questions, or require further information, please feel free to call me at 605-484-7990. Thank you for this opportunity to be of service.

Sincerely,

Mike Van Loan  
Northern Power Technologies  
Eaton Service Sales Rep

***\*Please sign and fax to 605-343-9688***

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PO#: \_\_\_\_\_

Bill to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Encl: T-0, X-1



**(888) 747-1989**  
**www.tchco.com**

**Bill** CU004444  
**To:** C.O.D. Sales - IR Security Store  
 Payment % Complete: 50 / 100  
 Payment Method: \_\_\_\_\_  
 OAKDALE, MN 55128  
 USA

Phone:  
 Fax:  
 Contact:

**Quote** Twin City Hardware -IR Sec Cen  
**Initiated** 720 Hale Avenue  
**From:** Oakdale, MN 55128  
 Phone: (651) 731-7180  
 Fax: (651) 731-7111

**Ship** TEMP  
**To:** BROOKINGS CITY & COUNTY GOV. CT  
 JERROD THOMAS 605-692-6629  
 j.thomas@cityofbrookings.org  
 BROOKINGS, SD 57006  
 USA

Phone:  
 Fax:  
 Contact:

**SALES QUOTE**

**Quote No. SQ576634**

Quote Date: 08/08/16  
 Expiration Date: 11/08/16  
 Payment Terms: CC  
 Salesperson: John Stemig  
 SIsP Phone: (651) 731-7102  
 SIsP Email: jstemig@tchco.com  
 Cust PO No: JERROD  
 Ship Method:  
 Ship Via: UPS  
 Type: GROUND

Item No.	Description	Line Location	Qty	U/M	Unit Price	Total Price
406759	OPERATING KEY EV-PR C145 35-246-C145-5824-4901-XQ12-190		5	Each	8.25	41.25
281019	LABOR KEY CUT & STAMP MULTI-LINE <b>CUT TO: 1AA STAMP: LN1: #982, LN2: AA1</b>		5	Each	1.50	7.50
FREIGHT04	FREIGHT CHARGE 04		1	Each	15.00	15.00

Merch. Total: 48.75  
 Freight Total: 15.00  
 Subtotal: 63.75  
 Total Sales Tax: 4.14  
**Total (USD): 67.89**



HILLYARD / SIOUX FALLS  
 800 E 48TH STREET N  
 SIOUX FALLS SD 57104

Phone: 800 666 2744  
 Fax: 800 568 5948

# Quotation

### Sold-to Party Address

CITY & COUNTY OF BROOKINGS JPB  
 PO Box 270  
 BROOKINGS SD 57006

Customer Phone: 605-692-6281

[www.hillyard.com](http://www.hillyard.com)

### Information

**Quotation No.** 100399181

Valid from 08/09/2016 to 09/23/2016

**Document Date** 08/09/2016

**Customer No.** 297132

**Customer P.O.** ISA-08/09/2016

**Sales Rep** Travis Fritz

**Phone**

**Extension**

**Ship By** Ground Standard

Entered By: 153030

Page 1 of 1

### Quotation Details

Item	Material Description	Quantity	Unit Price	Amount
0010	WIN10120530 VERSAMATIC PLUS 18IN 115V	1 EA	799.77	799.77
0020	WIN10120520 VERSAMATIC PLUS 14IN	1 EA	622.05	622.05
			S & H	37.00
			Gross Price	1,458.82
Tax and Freight charges are subject to change.				

003388-000 520 3rd St										
City/County Admin Bldg.										
Comparison of Water and Sewer Billings with/without separate Irrigation Meter										
July 2015 - June 2016										
1.5" meter										
<b>Water/Sewer meter w/o separate irrigation meter</b>				<b>Est'd water billings on current account if separate irrigation meter installed</b>				<b>Est'd water billings for irrigation purposes if separate irrigation meter installed</b>		
Read Date	Consumption (cu. ft)	Water billings at 2016 rates	Sewer billings at 2016 rates	Consumption (cu. ft) assuming winter average as typical usage	Water billings at 2016 rates	Sewer billings at 2016 rates	Consumption (cu. ft)	Water billings at 2016 rates		
6/2/2016	18,900	\$ 525.57	\$ 727.89	850	\$ 73.06	\$ 45.42	18,050	\$ 579.89		
5/3/2016	3,700	\$ 144.51	\$ 153.18	850	\$ 73.06	\$ 45.42	2,850	\$ 141.68		
4/4/2016	1,500	\$ 89.36	\$ 70.00	850	\$ 73.06	\$ 45.42	650	\$ 25.74		
3/2/2016	900	\$ 74.31	\$ 47.31	850	\$ 73.06	\$ 45.42	-	\$ 7.00		
2/2/2016	800	\$ 71.81	\$ 43.53	850	\$ 73.06	\$ 45.42	-	\$ 7.00		
1/5/2016	900	\$ 74.31	\$ 47.31	850	\$ 73.06	\$ 45.42	-	\$ 7.00		
12/2/2015	800	\$ 71.81	\$ 43.53	850	\$ 73.06	\$ 45.42	-	\$ 7.00		
11/3/2015	1,600	\$ 91.86	\$ 73.78	850	\$ 73.06	\$ 45.42	750	\$ 28.62		
10/2/2015	13,800	\$ 397.72	\$ 535.06	850	\$ 73.06	\$ 45.42	12,950	\$ 432.86		
9/1/2015	20,300	\$ 560.67	\$ 780.82	850	\$ 73.06	\$ 45.42	19,450	\$ 620.25		
8/4/2015	24,600	\$ 668.47	\$ 943.41	850	\$ 73.06	\$ 45.42	23,750	\$ 744.22		
7/2/2015	19,100	\$ 530.59	\$ 735.45	850	\$ 73.06	\$ 45.42	18,250	\$ 585.66		
		<b>\$ 3,300.98</b>	<b>\$ 4,201.25</b>		<b>\$ 876.71</b>	<b>\$ 545.02</b>		<b>\$ 3,186.92</b>		
		<i>water and sewer billings are based on entire water consumption</i>			<i>est'd water/sewer billings on current meter (if separate irrig mtr installed)</i>			<i>est'd irrigation water (if separate irrig mtr installed)</i>		
	<i>Current annual</i>	<b>\$ 7,502.23</b>			<b>\$ 1,421.74</b>			<b>\$ 3,186.92</b>		
<p>An <i>estimated</i> savings of \$2,893.57 could be realized annually if an Irrigation meter was installed.  Calculations were based on usages of the previous 12 months.  Initial costs would include purchasing a 1.5" water meter at a cost of \$513.00 and any separate  private plumber fees.</p>										

# Proposal

## Courtesy Plumbing, Inc.

George Ust  
206 Main Ave S  
Brookings, SD 57006

(605) 692-6076

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City/County Building  
Attn: Kevin Catlin

08/02/2016

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### LAWN SPRINKLER METER ESTIMATE

We propose to supply material and labor to complete the following:

\* Furnish and install piping for a 1-1/2" meter and flanges.

\$545.00

\*\*\*Meter and flanges provided by the City.

*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 become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers Compensation Insurance.*

Authorized Signature \_\_\_\_\_

*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 \_\_\_\_\_

*1/ KC*

# Invoice

P/3 Elec

P.O. Box 54  
303 pheasant ave  
Hayti, SD 5721

Date	Invoice #
7/11/2016	3641

<b>Bill To</b>
Brookings City offices

P.O. No.	Terms	Project
Offices Basement	Due on receipt	

Quantity	Description	Rate	Amount
	Changed light in basement to be on all the time and switched to LED to save money		
2	4 ft LED light tube	18.69	37.38
2	labor hours	45.00	90.00
	excise tax at 2%	2.55	2.55
<p><i>FOR MOTHER'S ROOM. APPROVED BY JOINT POWERS BOARD.</i></p> <p><i>101-420-5-422-07</i></p>			

<b>Phone #</b>	<b>E-mail</b>	<b>Total</b>	<b>\$129.93</b>
6058815632	p-3elec-merlep@outlook.com		

# Proposal

**Courtesy Plumbing, Inc.**

George Ust  
206 Main Ave S  
Brookings, SD 57006

(605) 692-6076

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City, County Building

06/28/2016

Attn: Kevin Catlin e-mail: kcatlin@cityof brookings.org

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## FAUCET ESTIMATE

We propose to supply material and labor to complete the following:

- \* Remove existing lav faucet.
- \* Furnish and install an American Standard single lever lav faucet.

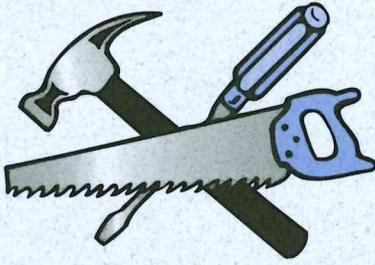
\$255.00

*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 become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. The owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by workers Compensation Insurance.*

Authorized Signature \_\_\_\_\_

*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 \_\_\_\_\_



# ROBBINS CONSTRUCTION

Date: \_\_\_\_\_



**NAHB**  
NATIONAL ASSOCIATION  
OF HOME BUILDERS



ATT KEVIN GATLIN  
CITY OF BROOKINGS  
(MOTHERS ROOM)  
10X10 ROOM

OPT 1

REMOVE CONCRETE AND BURY SEWER AND WATER  
LINES, PATCH CONCRETE BACK IN, FRAME WALLS AND  
SHEET ROCK, TAPE AND TEXTURE, PAINT, INSTALL DROP  
CEILING AND FLOORING, INSTALL SINK, SMALL  
COUNTER TOP AND A CURTAIN IN ROOMS, ELECT.  
AS NEEDED, OVER HEAD DROP IN LIGHTS IN CEILING  
GRID.

TOTAL \$ 12,600

OPT. 2,

SAME AS ABOVE BUT RUNNING WATER LINES  
ON TOP OF CONCRETE ALONG WITH THE DRAIN.

TOTAL \$ 10,600<sup>00</sup>



# Estimate

Date	Estimate #
6/28/2016	12620

<b>Name / Address</b>
Brookings County 520 3rd St, Ste 210 Brookings, SD 57006-2066

<b>Ship To</b>
Brookings City & County Government Center 520 3rd Street Brookings, SD 57006

<b>Rep</b>	<b>Project</b>
BJH	

Description	Qty	Rate	Total
Intelligent 2 Door Package-Enclosure, 2 door controller, CDM, PDP	1	1,980.00	1,980.00T
Single Gang Mount Proximity Reader	1	303.60	303.60T
Lock Power Supply-5.5 Amp, 150 Watt for 24 VDC Locks	1	221.37	221.37T
Electric Strike Combo, Heavy Duty, Fail Secure, 12/24V, Comes with "AD" & "HM" faceplates, satin stainless finish	1	670.23	670.23T
22/6 Plenum, Shielded, Stranded Reader Wire	140	0.26129	36.58T
Plenum 18/2 Stranded	140	0.12686	17.76T
Primary Connector Set; Connectors, Straps, Hardware			69.85T
Labor Charge To Include : Installation of Equipment, Optimization, and Customer Training	14	85.00	1,190.00T
Fuel Surcharge/Mileage 1-way charge	45	0.75	33.75T

**Subtotal** \$4,523.14

**Sales Tax (2.041%)** \$92.32

**Total** \$4,615.46



# Estimate

Date	Estimate #
7/8/2016	12630

<b>Name / Address</b>
Brookings County 520 3rd St, Ste 210 Brookings, SD 57006-2066

<b>Ship To</b>
Brookings City & County Government Center 520 3rd Street Brookings, SD 57006

<b>Rep</b>	<b>Project</b>
BJH	

Description	Qty	Rate	Total
Intelligent Two Door I/O Controller. Comes with can and power supply.	1	1,419.72	1,419.72T
Single Gang Mount Proximity Reader	1	303.60	303.60T
Lock Power Supply-5.5 Amp, 150 Watt for 24 VDC Locks	1	221.37	221.37T
Electric Strike Combo, Heavy Duty, Fail Secure, 12/24V, Comes with "AD" & "HM" faceplates, satin stainless finish	1	670.23	670.23T
22/6 Plenum, Shielded, Stranded Reader Wire	140	0.26129	36.58T
Plenum 18/2 Stranded	140	0.12686	17.76T
Primary Connector Set; Connectors, Straps, Hardware			74.81T
Labor Charge To Include : Installation of Equipment, Optimization, and Customer Training	14	85.00	1,190.00T
Fuel Surcharge/Mileage 1-way charge	45	0.75	33.75T

<b>Subtotal</b>	\$3,967.82
<b>Sales Tax (2.041%)</b>	\$80.98
<b>Total</b>	\$4,048.80