

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

FIRST QUARTER MEETING
Thursday, February 15, 2018 at 8:30 AM
Brookings City & County Government Center
3rd Floor Executive Session Room 312

AGENDA

- 1) Call to order, determination of a quorum
- 2) Approval of the minutes
 - a. November 30, 2017
- 3) Budget update
 - a. Council Chambers control room equipment upgrade
- 4) Building update
 - a. Building efficiency survey (CTS Group Update)
 - b. Door strikes and motion sensors
- 5) Other business
 - a. Staircase planter (1st floor)
 - b. Motor vehicle kiosk
 - c. Emergency plan review by City/County safety committees
 - d. Parking lot property
- 6) Adjourn
 - a. Motion to adjourn, voice vote

Next meeting date: May 17, 2018

Members: County Commissioner Mike Bartley, Chairperson, Deputy Mayor & Council Member Mary Kidwiler, Vice Chairperson, County Commissioner Stephne Miller, Council Member Nick Wendell

Staff: Steven Britzman, City Attorney, Kevin Catlin, Assistant City Manager, Teree Nesvold, State's Attorney, Jenna Peterson, Finance Assistant II, Stacy Steffensen, County Commission Department Director

BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING THURSDAY, NOVEMBER 30, 2017

The Joint Powers Board met in regular session on Thursday, November 30, 2017 with the following members present: Mike Bartley, Stephne Miller, Mary Kidwiler and Nick Wendell was present via teleconference.

Mike Bartley called the meeting to order and a quorum was established.

Motion by Kidwiler, seconded by Miller to approve the minutes from February 16, 2017; April 20, 2017; May 12, 2017; and August 17, 2017. Motion carried.

Assistant City Manager Kevin Catlin discussed the budget with the board. Catlin said the supply line may be slightly over, but every other line is within budget. The board accepted the budget as presented.

Commission Department Director Stacy Steffensen discussed a building efficiency walk-through with CTS Group. She said they look at facilities' utilities, but specifically the HVAC systems, and try to find efficiencies. Steffensen said there is no cost to conduct the walk-through, which is scheduled for December 12th. However, she said any recommendations that CTS would provide would need to be budgeted for in the future. Steffensen said the recommendations will be brought to the Joint Powers Board for discussion.

Steffensen also discussed quotes from Safe N Secure for upgrades to the security software and printer. She said nothing has been upgraded since the city and county moved into the building. Catlin said the expense would come out of the contracted services line, which may put that line over budget; however, he said the overall budget will be fine. Motion by Miller, seconded by Kidwiler to approve the software upgrade purchase of \$672.80 and the printer purchase of \$2,086.83. Motion carried.

The board directed Catlin and Steffensen to visit with the street and highway departments about filling a hole on the property to the south of the City & County Government Center that the city and county will take possession of in June 2018. The consensus was to move forward with the project using city and county staff, or hiring a contractor.

Bartley said the garage door on the south side of the building was supposed to be brown, but the wrong color was delivered and installed. He said now that buildings have been removed, the white door is more noticeable. Bartley said they can discuss the possibility of painting it in the spring.

The board directed Catlin and Steffensen to reach out to the SDSU architecture and design department for suggestions on what to do with the planter area underneath the stairs on the first floor of the building.

Motion by Miller, seconded by Wendell to adjourn. Motion carried. The next regular scheduled meeting is Thursday, February 15, 2018.

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Jenna Peterson
Finance Assistant II
Brookings County

Published once at the approximate cost of_____.

General Ledger

Detailed Trial Balance

User: KCatlin
 Printed: 02/08/2018 - 7:53AM
 Period: 01 to 02, 2018



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
101	General Government					
REVENUE						
101-420	City/County Administrative Bld					
101-420-4-334-00	Grants	0.00				
101-420-4-334-00 Totals:		0.00	0.00	0.00	0.00	0.00
101-420-4-441-08	52% County Reimbursement	214,000.00				
1/24/2018	AR 1 79 AR Invoices 00023.01.2018			0.00	6,079.21	
1/24/2018	AR 1 80 AR Invoices 00024.01.2018			0.00	728.42	
101-420-4-441-08 Totals:		214,000.00	0.00	0.00	6,807.63	-6,807.63
101-420 REVENUE Totals:		214,000.00	0.00	0.00	6,807.63	-6,807.63
REVENUE Totals:		214,000.00	0.00	0.00	6,807.63	-6,807.63
EXPENSE						
101-420	City/County Administrative Bld					
101-420-5-101-20	Reimbursement for County Emp	8,300.00				
101-420-5-101-20 Totals:		8,300.00	0.00	0.00	0.00	0.00
101-420-5-421-00	Insurance	5,626.00				
101-420-5-421-00 Totals:		5,626.00	0.00	0.00	0.00	0.00
101-420-5-422-07	Contracted Services	103,500.00				
1/24/2018	AP 1 86 DvLFire - DVL FIRE AND SAFETY Ck# 41318			475.50	0.00	
101-420-5-422-07 Totals:		103,500.00	0.00	475.50	0.00	475.50
101-420-5-425-05	Maintenance of Building	25,000.00				
1/10/2018	AP 1 29 NessRyan - Ryan Ness Ck# 41279			300.00	0.00	
2/7/2018	AP 2 5 NessRyan - Ryan Ness Ck# 41457			2,000.00	0.00	
2/7/2018	AP 2 5 NessRyan - Ryan Ness Ck# 41457			559.88	0.00	

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
101-420-5-425-05 Totals:	Var: 22,140.12	25,000.00	0.00	2,859.88	0.00	2,859.88
101-420-5-426-03	Supplies	3,000.00				
101-420-5-426-03 Totals:	Var: 3,000.00	3,000.00	0.00	0.00	0.00	0.00
101-420-5-426-04	Cleaning Supplies	5,500.00				
1/24/2018 AP	1 86 Hillyard - Hillyard/Sioux Falls			Ck# 41329 625.30	0.00	
101-420-5-426-04 Totals:	Var: 4,874.70	5,500.00	0.00	625.30	0.00	625.30
101-420-5-428-01	Telephone	38,000.00				
2/7/2018 AP	2 5 SwifComm - Swiftel Communications			Ck# 41471 2,521.08	0.00	
101-420-5-428-01 Totals:	Var: 35,478.92	38,000.00	0.00	2,521.08	0.00	2,521.08
101-420-5-428-02	Electric & Water	65,000.00				
2/7/2018 AP	2 5 BkUtilit - Brookings Municipal Utilities			Ck# 41433 5,058.27	0.00	
2/7/2018 AP	2 5 BkUtilit - Brookings Municipal Utilities			Ck# 41433 7.00	0.00	
101-420-5-428-02 Totals:	Var: 59,934.73	65,000.00	0.00	5,065.27	0.00	5,065.27
101-420-5-428-03	Heat	25,000.00				
1/17/2018 AP	1 61 NWPS - NorthWestern Energy			Ck# 41298 1,340.60	0.00	
101-420-5-428-03 Totals:	Var: 23,659.40	25,000.00	0.00	1,340.60	0.00	1,340.60
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
101-420-5-429-03	Cleaning Services	60,000.00				
1/31/2018 AP	1 132 ISSFacil - ISS Facility Services			Ck# 41399 4,150.00	0.00	
101-420-5-429-03 Totals:	Var: 55,850.00	60,000.00	0.00	4,150.00	0.00	4,150.00
101-420-5-429-09	Miscellaneous	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	72,000.00				
101-420-5-920-00 Totals:	Var: 72,000.00	72,000.00	0.00	0.00	0.00	0.00
101-420 EXPENSE Totals:		411,526.00	0.00	17,037.63	0.00	17,037.63

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	EXPENSE Totals:	411,526.00	0.00	17,037.63	0.00	17,037.63
	101 Totals:	-197,526.00	0.00	17,037.63	6,807.63	10,230.00
	Report Totals:	-197,526.00	0.00	17,037.63	6,807.63	10,230.00