

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

SECOND QUARTER MEETING  
Wednesday, May 9, 2018 at 8:30 AM  
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 the minutes
  - a. November 30, 2017
  - b. April 5, 2018
- 3) Vice-Chair Election
- 4) Building update
  - a. CTS Group Presentation
    - i. Possible next steps
  - b. Recommendation for technology upgrades in the control room, chambers, community room, and executive session room
    - i. Currently awaiting quotes from CTI
- 5) Executive Session, pursuant to SDCL 1-25-2, for purposes of discussing a potential real estate acquisition
- 6) Other business
  - a. Possible amendment to purchase agreement Re: June 2017 real estate acquisition.
- 7) Adjourn
  - a. Motion to adjourn, voice vote

Next meeting date: September 20, 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 12<sup>th</sup>. 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

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# **BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING THURSDAY, April 5, 2018**

The Joint Powers Board met in regular session on Thursday, April 5, 2018 with the following members present: Mike Bartley, Stephne Miller, Mary Kidwiler and Nick Wendell.

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

Motion by Miller, seconded by Wendell to approve the minutes from the February 15, 2018 Joint Powers Board Meeting. All members voted, "aye." Motion carried.

Motion by Miller, seconded by Wendell to appoint Mary Kidwiler as Chairperson of the Joint Powers Board for 2018. All members voted, "aye." Motion carried.

Assistant City Manager Kevin Catlin discussed the budget with the board. Catlin said they've been paying routine bills.

Commission Department Director Stacy Steffensen said a battery in one the Automated External Defibrillators (AEDs) started beeping so they've started ordering new batteries for all of them. Steffensen said the building has four (4) AEDs and the cost is right around \$1,000 a-piece for replacement parts.

Steffensen also said a boiler inspection was conducted and they found out that they're not compliant with certain regulations. Catlin said there was an oversight at construction. Steffensen said Maintenance Technician Thomas Bond can do most of the labor himself and the parts for it will cost under \$100.00.

Accountant Executive Tim York with CTS Group gave a presentation to the board on the preliminary analysis of the City & County Building, looking at goals and challenges the building as regarding lighting, the HVAC system and insulation issues. York said CTS works through Guaranteed Service Contracts.

Catlin discussed replacing the server for the door system. He said the door system for security is on a server, which was a refurbished server when it was installed. He said it's now having issues so they are looking at purchasing a new one, at a cost of approximately \$3,200. Catlin said this purchase was not budgeted for.

Motion by Bartley, seconded by Wendell to purchase a new server for \$3,200. All members voted "aye." Motion carried.

Catlin discussed technology upgrades with the board. Catlin said they've budgeted \$70,000 to make technology upgrades. He said he met with CTI to talk about the control room off the Chambers. Catlin said all of the SDSI boxes for the audio and visuals need to be replaced, as well as the recording system. He said CTI will submit an updated bid and then the board can prioritize what they want done first. He said the board will most likely need to replace items in phases.

By consensus, the board agreed to allow Catlin and Steffensen to prioritize the needs of the control room and spend what has been budgeted for this year.

Steffensen discussed the safe rooms with the board. She said some safe rooms have glass windows on the door. She said there's been a request to see if there is a consensus to remove the glass in the door or to replace it with something else.

Bartley suggested replacing the glass with Plexiglas or polycarbonate. Wendell said he would like to hear solutions and cost estimates for replacing the glass on the doors. Miller said she wants to keep the employees safe, but there are a number of things that need attention first. She said the entire building needs to be looked at, and the technology needs to be updated. Bartley said we can still get bids.

Steffensen discussed the veneer in the Finance Office. She said the veneer has been ripped off in a lot of areas making it look tacky. Catlin said patching it won't work so it will need to be replaced. Kidwiler said it needs to be taken care of right away. Kidwiler directed Catlin and Steffensen to work on getting that done.

Catlin said Brookings resident Robert Hurd stopped in and would like to install thirty (30) flags along the northwest boulevard. Catlin said they would need to install flat sockets. Kidwiler said she liked that idea and encouraged them to proceed.

By consensus, the board agreed to allow Robert Hurd to install thirty (30) flags along the northwest boulevard.

Motion by Bartley, seconded by Wendell to adjourn. All members voted "aye." Motion carried.

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