

BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING THURSDAY, FEBRUARY 15, 2018

The Joint Powers Board met in regular session on Thursday, February 15, 2018 with the following members present: Mike Bartley and Mary Kidwiler. Nick Wendell and Stephne Miller were absent.

Mike Bartley called the meeting to order and declared the absence of a quorum noting that no motions or voting will occur until a quorum is recognized.

Meeting convened with reports only.

Assistant City Manager Kevin Catlin gave an update on routine bills. He said that we have budgeted \$70,000 for CTI to make improvements to the technology for the Chambers. He said that work will be starting soon.

Commission Department Director Stacy Steffensen said CTS Group is doing an energy audit. She said they did a walk-thru of the building and will present their findings to the Joint Powers Board at a future meeting. Steffensen said both the city and county may want to start budgeting for that expense if a project is approved.

Steffensen discussed janitorial bids with the board. She said the current bid ends July 2018.

Steffensen discussed the door strikes and motion sensors with the board. Steffensen said the mechanisms inside the doors, which make them lock, are starting to go out. She said the cost is roughly \$600/each. Steffensen said they can insert a new mechanism as they go out.

Catlin said they've changed the pressure of all the doors because they weren't compliant with ADA regulations. He said they've been having issues with some of the doors not latching all of the way. Steffensen said to speak with Maintenance Technician Thomas Bond.

Steffensen said the motion sensors are also starting to go out.

Catlin discussed the staircase planter on the first floor of the building. Catlin said he spoke with someone at South Dakota State University and they had an idea of creating a scaled model of Brookings County and they would exaggerate some of the surrounding communities. Catlin said City Manager Jeff Weldon had another idea that would showcase the interconnection of railroads. Catlin said he has no cost estimates on those ideas. Bartley suggested contacting the Historical Society and see if they have any ideas. Bartley suggested putting a glass window around the planter and showcase art that could be changed out periodically. Steffensen said she would contact the Historical Society.

Steffensen discussed the kiosk, which prints motor vehicle registrations, with the board. Steffensen said the kiosk has been removed from Hy-Vee. She said the kiosk could possibly be placed at the Brookings County Sheriff's Office. She said it is not our responsibility to find a home for it, but having the kiosk is a convenience for people.

Steffensen discussed the emergency plan review by the City/County Safety Committees. She said there was an incident where a panic button was accidentally pushed putting the entire building on lockdown. Steffensen said the protocol is that everyone stays in their designated safe room until law enforcement comes. However, no one showed up. Steffensen said she has spoken with the Brookings Police Department about that.

Catlin discussed the parking lot property with the board. Catlin said the plan for the three south lots is to make them into a parking lot and designate it for the employees. Catlin said the City Street Department will be doing the work on that and it will be a shared cost with the county paying 52% of it.

Steffensen discussed future expenses of the building and who should be responsible for the payment. Initially, Steffensen said if there was an expense the city was responsible for 48% of the cost and the county was responsible for 52% of the cost. Since we are six years in, Steffensen asked how expenses should be handled. For instance, if the city needs something for their office, should the county be responsible for paying 52% of the cost. Bartley said if it benefits both the city and county, then the payment should continue to be split.

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Published once at the approximate cost of_____.